

Housekeeper Job Description

- Washing linen
- Disinfecting linen and floors
- Cleaning toilet bowls and sinks
- Ensure guest rooms and common areas in hotels like lobbies, restaurants, conference rooms (if available) etc. are cleaned
- Collecting trash from hotel floors and managing wastebaskets appropriately
- Cleaning windows in guest rooms if there are no screens inside the room
- Making beds every morning and changing linens daily if guests have not stayed in the room overnight
- Vacuuming carpets and rugs in guest rooms
- Disposing of trash properly in hotels
- Always being mannerly, professional and tactful when dealing with guests who need help
- Collecting room service trays from the hotel staff or management
- Making beds during the night when all rooms are empty
- Ushering guests to their rooms if needed
- Ensuring that there is no dirt on floors or other areas where guests walk on
- Making sure that hotel vehicles are clean during duty hours
- Cleaning up at all housekeeping related functions and assisting higher level supervisor with all housekeeping related tasks.