

F/T Position
Shift: 1st Shift
of Openings - 1

Posted:	08-24-10
Expires:	08-30-10
Or until filled	

Job Posting

JOB TITLE: Housekeeper

REPORTS TO: Head Housekeeper

Special Training Needed: One year Housekeeping experience preferred.

DESCRIPTION OF JOB DUTIES

- Cleans all assigned areas of the facility, including offices, work areas, outbuildings, lobby areas and restrooms.
- Buffs, polishes and maintains floors throughout the property.
- Mops, sweeps, strips, waxes and buffs floors.
- Vacuums all carpeted areas.
- Dusts furnishings and cleans chairs.
- Polishes brass, chrome and glass throughout the facility.
- Cleans tabletops, the underside of tables and table bases to remove stains, debris, markings, gum and other similar substances.
- Washes windows and mirrors.
- Cleans public and staff restrooms, wipes down and sanitizes all equipment. Ensures that supplies are properly placed and well stocked. Supplies may include toilet tissue, paper towels, soap and other similar products.
- Washes walls.
- Completes special assignments, which may include cleaning up excess water, unloading supplies, stocking supplies and completing emergency preparedness procedures.
- Responds to all management personnel on requests for spot cleaning.
- Complies with all property/departmental standards as they pertain to safety and security.
- Performs all other related duties as assigned.