



Position Description

HOUSEKEEPER

I. Summary:

The Harbor Inn Housekeeper performs various functions to keep guest rooms and its environment clean, attractive, and comfortable to guests.

II. Authority:

Works independently to clean vacant guest rooms. Reports directly to the Harbor Inn manager.

III. Duties and Responsibilities:

- Independently follow checklist for cleaning and getting units ready.
- Turn units to make ready for next guests including launder linens, wash dishes, clean out appliances, clean drawers, wipe all surfaces, clean bathrooms, reset TV, sweep and vacuum, make bed, and restock linens and kitchen supplies.
- Answer immediately to request from guests.
- Enter guest rooms by adhering to proper procedures and ensure they are vacant.
- Perform check on all room appliances to ensure they are in good working condition.
- Adjust furniture, desk items, and appliances when necessary.
- Dust furnishings and walls and remove marks from them.
- Carry out floor care duties in hallway and guest rooms, and vacuum carpets.
- Empty quarter trays from laundry machines and turn over to Harbor Inn manager.
- Adhere to all safety, security, and company procedures and policies.
- Provide immediate report of any safety hazards, injuries, maintenance problem, or accidents to the supervisor.
- Ensure flammable materials are properly stored.
- Notify Harbor Inn manager of supplies needed.
- Keep proprietary and client information confidential.
- Apply professional language in communicating with guests and other people.
- Maintain quality standards and expectations.

- Other – Additional duties may be assigned from time to time depending on the needs of the Harbor Inn or its guests.

IV. Required knowledge, Abilities and Skills:

- Strong ability to pull and push work-related equipment, such as cleaning equipment or cleaning supply basket/cart.
- Ability to use stairs while carrying supplies.
- Strong hand-eye coordination and motor skills
- Strong ability to follow verbal instructions
- Strong knowledge of cleaning supplies and procedures
- Ability to work independently without direct supervision
- While performing the duties of this job, the employee is regularly required to:
 - Stand or walk for extended period,
 - Manipulate, turn, and grasp objects of different sizes and weights,
 - Kneel;
 - Crouch;
 - Reach,
 - Push and pull,
 - Lifting up to 30 pounds.

V. Minimum Qualifications:

High school diploma or equivalent.

VI. Grade Level:

Non-Exempt

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

This job description has been approved by:

Supervisor/Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

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