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[COMPANY NAME] JOB DESCRIPTION

Position: Housekeepers

Job Description:

Perform any combination of light cleaning duties to maintain private households or commercial establishments, such as hotels, restaurants, and hospitals, in a clean and orderly manner. Duties include making beds, replenishing linens, cleaning rooms and halls, and vacuuming.

Job Tasks:

- Clean rooms, hallways, lobbies, lounges, restrooms, corridors, elevators, stairways, locker rooms and other work areas so that health standards are met.
- Clean rugs, carpets, upholstered furniture, and/or draperies, using vacuum cleaners and/or shampooers.
- Empty wastebaskets, empty and clean ashtrays, and transport other trash and waste to disposal areas.
- Sweep, scrub, wax, and/or polish floors, using brooms, mops, and/or powered scrubbing and waxing machines.
- Dust and polish furniture and equipment.
- Keep storage areas and carts well-stocked, clean, and tidy.
- Polish silver accessories and metalwork such as fixtures and fittings.
- Remove debris from driveways, garages, and swimming pool areas.
- Replace light bulbs.
- Replenish supplies such as drinking glasses, linens, writing supplies, and bathroom items.
- Sort clothing and other articles, load washing machines, and iron and fold dried items.
- Sort, count, and mark clean linens, and store them in linen closets.
- Wash windows, walls, ceilings, and woodwork, waxing and polishing as necessary.
- Assign duties to other staff and give instructions regarding work methods and routines.
- Request repair services and wait for repair workers to arrive.
- Deliver television sets, ironing boards, baby cribs, and rollaway beds to guests' rooms.
- Disinfect equipment and supplies, using germicides or steam-operated sterilizers.
- Hang draperies, and dust window blinds.
- Move and arrange furniture, and turn mattresses.
- Observe precautions required to protect hotel and guest property, and report damage, theft, and found articles to supervisors.
- Plan menus, and cook and serve meals and refreshments following employer's

instructions or own methods.

- Prepare rooms for meetings, and arrange decorations, media equipment, and furniture for social or business functions.
- Take care of pets by grooming, exercising, and/or feeding them.
- Wash dishes and clean kitchens, cooking utensils, and silverware.
- Answer telephones and doorbells.
- Care for children and/or elderly persons by overseeing their activities, providing companionship, and assisting them with dressing, bathing, eating, and other needs.
- Carry linens, towels, toilet items, and cleaning supplies, using wheeled carts.
- Purchase or order groceries and household supplies to keep kitchens stocked, and record expenditures.
- Run errands such as taking laundry to the cleaners and buying groceries.

Required Knowledge:

- Customer and Personal Service -- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Required Skills:

Abilities Required:

- Trunk Strength -- The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.
- Wrist-Finger Speed -- The ability to make fast, simple, repeated movements of the fingers, hands, and wrists.

Job Activities:

- Handling and Moving Objects -- Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- Performing General Physical Activities -- Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- Controlling Machines and Processes -- Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles).
- Inspecting Equipment, Structures, or Material -- Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.

I _____ acknowledge that I have read and understood this job description for the position of Housekeeper.

Employee Name: _____

Date: _____

Supervisor Name: _____

Date: _____