

LA MON

HOTEL & COUNTRY CLUB



JOB DESCRIPTION

Job Title:	<i>Housekeeper</i>
Responsible to:	<i>Management / Directors</i>
Main Purpose:	<i>To maintain a high standard of health & safety, cleanliness and hygiene in all areas of the hotel.</i>

Main tasks and duties

- To ensure the cleanliness of all areas in the hotel;
- To dust, mop, sweep, polish all surface areas as directed;
- Collection and disposal of all waste;
- To ensure all bathrooms are clean, soap, towels etc. replaced;
- To clean all windows and glass as directed;
- To carry out laundry tasks as requested;
- To change and make all beds as required;
- To ensure all cleaning materials are not left in a dangerous state;
- To take due care and attention when undertaking any task or procedure;
- To maintain a high standard of personal hygiene and appearance;
- To ensure reception are aware of any room changes if they occur;
- To ensure reception are aware of any off rooms;
- To follow all health and safety policies and procedures as devised by management;
- To attend training courses as and when necessary;
- To ensure effective communication to management and peers;
- To advise the head housekeeper or document in their absence any relevant maintenance or resident requests, i.e. broken lights

- To ensure that due care is taken for the health and safety of yourself, other employees, residents, members and any other persons on the premises;
- Report and where appropriate take action on any incident, accident, fire, loss or damage;
- Any other duties and responsibilities as requested by management.