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# Example of Assistant Housekeeper Job Description

Our growing company is looking for an assistant housekeeper. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for assistant housekeeper

* Assisting all personal needs and requests of client
* Looking after family pets
* Tending to ambiance of home (pressing sheets/duvet cover, maintaining clean and orderly living space)
* Running errands for client along with anyother specific request
* General assistance to clients needs
* Tending to property with respect to clients personal space
* Must be knowledge and respectful of clients home items and furnishings
* Supervise and oversee day-to-day Housekeeping operations including guest rooms and public areas, laundry operations
* Assists the Executive Housekeeper in directing and maintaining the Housekeeping Department in accordance with policies, standards and guidelines establised by the Hotel
* Assists Executive Housekeeper in directing the work activities of housekeeping staff

## Qualifications for assistant housekeeper

* Quality driven, customer and business results oriented
* Works to prevent injuries and accidents
* Friendly,enthusiastic and energetic with customers, co-workers, managers, and visitors.Promote and project a positive company image
* Regular, inperson attendance at designated company site is required to ensure necessaryteamwork, personal interaction, and supervision
* Clean floors daily throughout the school by sweeping, mopping, scrubbing or vacuuming
* Wash and clean school equipment, furniture, fixtures, and walls