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# Example of Hotel Housekeeper Job Description

Our company is searching for experienced candidates for the position of hotel housekeeper. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for hotel housekeeper

* Empties all wastebaskets and ensures cleanliness
* Notes and communicates any noted damages, extra dirty units, or lost & found items (to their Supervisor)
* Completes special projects and other duties that may be assigned as needed
* Perform other reasonable job duties as requested by Management
* Reports and damages and/or maintenance problems to the Supervisor, the PBX operator or to the Housekeeping Coordinator
* Cleans kitchens including all counter tops, floors, silverware, dishes, and appliances
* Empties all wastebaskets and insures cleanliness
* Cleans hotel rooms, hallways, linen rooms, and employee and storage areas in the hotel, as directed
* Assists guests with issues that are within authority to provide, ensuring guests' satisfaction while operating within established guidelines and policies
* Assists the house person with department projects, as needed

## Qualifications for hotel housekeeper

* High work standards and productivity
* Written and verbal communication skills, interpersonal and intercultural relations, decision making, and dependability
* Ability to read and understand written and verbal instructions, perform basic math functions, lift and move up to 75 pounds, climb ladders, and stand, walk, or stoop extensively
* Ability and willingness bend, stretch, reach, lift up to 20 lbs, and push up to 40 lbs
* Ability and willingness to complete all work assignments in an efficient and customer oriented manner
* Ability and willingness to meet the company's Standard of Appearance (ie Dress Code) policy