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# Example of Housekeeper Job Description

Our company is growing rapidly and is looking to fill the role of 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 housekeeper

* Wax floors
* Other miscellaneous janitorial and housekeeping tasks, as needed
* Clean plant and office areas including restrooms and plant offices
* Clean cafeteria
* Maintain restroom supplies
* Work from task list
* First shift (AM Shift) arrives two hours before breakfast and will clean lode, restock and set up all coffee in cafe for guests before breakfast
* AM and 2nd Shift will clean rooms and all common areas
* Clean and restock guest rooms
* Clean and restock Conference Center when lunch bell rings

## Qualifications for housekeeper

* This position is a 1st shift position, Monday- Friday
* Prior commercial housekeeping experience, is preferred
* Must have a minimum of 1-year successful experience in a custodial or labor position for an office and/or residential facility - Must be able to lift and carry fifty pounds - Prior overseas experience is highly desirable - Must be a High School graduate - Must be able to read, write, speak and comprehend English - Must be able to obtain a favorable MRPT as required by the position
* Remove all garbage and recycling daily
* Total cleaning of guest rooms and common areas on Thursday and Sunday (Changeover Days)
* Clean golf clubs, golf club room, gazebo and pro-shop