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# Example of Housekeeping Assistant Job Description

Our growing company is searching for experienced candidates for the position of housekeeping assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for housekeeping assistant

* Create weekly departmental schedule and accommodate for unexpected absences
* Routinely assigns projects and/or cleaning tasks to housekeeping staff
* Inspects assigned areas to insure projects are competed and correct procedure used
* Covers routine schedules as assigned by manager
* Completes rounds, directs and manages activites on the patient floors, corrects deficiencies
* Complete project work assigned by manager
* Maintains a relationship with Patient Transport and Linen Managers
* Assists with set up of functions
* Performs supervisory duties seven days a week
* Uses beeper and responds appropriately

## Qualifications for housekeeping assistant

* Minimum 2 years Rooms Division work experience as Assistant Manager or Team Leader in larger operation
* Hotel school graduates
* Related work experience will be preferable
* Fluent spoken English & Putonghua
* Schedules routine inspections of supervisors, of all housekeeping areas including occupied and non-occupied rooms
* 8-hour shifts beginning between 5-10am