



# Example of Housekeeping Assistant Job Description

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Our growing company is looking for a housekeeping assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for housekeeping assistant

- Attendance must be regular and predictable, with the ability to work overtime or flexible hours as required by the Executive Housekeeper or the Assistant Managers
  - Responsible for assisting the front office staff when needed or indicated with their respective duties or tasks
  - Responsible for documenting daily attendance of all employees in the attendance log books
  - Responsible for creating written documentation in a timely manner for employee's, if disciplinary action is required as stated in the departmental attendance policy
  - Responsible for creating computerized weekly schedules for both departments sign in/out sheets
  - Creation of Excel or Word documents as requested by the Executive or Assistant Housekeepers
  - Responsible for coordinating all maintenance requests between housekeeping personal, engineering or the locksmith
  - Responsible for the proper and timely distribution of departmental mail
  - Responsible for the proper execution of all related duties as assigned
  - Provide leadership and direction for all housekeeping and laundry activities when the head housekeeper is off to ensure the highest level of cleanliness for both the guest rooms and public areas
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- Cleaning guestrooms to the high hotel standards
- Must be able to read, write, understand and speak the English language (Spanish language knowledge is recommended)
- The student experience is at the forefront of everything we do, so you`ll be passionate about delivering top customer service
- Ideally you will have housekeeping or cleaning experience
- You`ll enjoy a challenge and won`t be phased by a student environment
- You`ll be a regular, friendly face around the property, happy to assist the students whenever you can