



Example of Housekeeping Assistant Job Description

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Our company is hiring for a housekeeping assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for housekeeping assistant

- Supervises the cleaning and servicing of assigned buildings, including, but not limited to lobbies, stairwells, hallways, elevators, conference rooms, lounges, restrooms, bathrooms, shower areas, offices, laundry rooms, residence hall bedrooms, kitchen areas, classrooms, large occupancy areas, and locker rooms using appropriate chemicals and /or cleaning agents and specialist equipment as needed
- Supervises the cleaning and servicing of various furniture items and fixtures contained within campus buildings, including, but not limited to, desks, tables, dressers, beds and other furniture, blinds, windows, woodwork, toilets, sinks, showers, vents, light covers, using appropriate chemical and/ cleaning agents and specialty equipment as needed
- In the absence of the Housekeeping Manager inspect all V.I.P
- Provides courteous, personalized, attentive, sincere, consistent Guest Service by responding promptly and efficiently to inquiries, request &
- Plan, organize, supervise and support the work of GRA's (Guest room attendant), Laundry Attendant and Janitors on a day-to-day basis in a remote camp
- Execute daily safety meetings with the employees
- Lead by example by always applying the best practices
- Verify and ensure that all rooms, common areas, corridors and offices are clean and well maintained
- Provide feedback on team members' performances to Guest Services Supervisor
- Replace Camp Supervisor in his/her absence

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- Requires a working knowledge of the housekeeping aspect of services, policies or
 - Must be proficient in Windows, Opera, Excel, Hotel Guest Response systems and word processing
 - Proficiency in Hotel managements systems such as Opera, Hot Sos, Workday
 - Computer literate with working knowledge of Microsoft Office, Property Management System (or equivalent) required
 - 2-3 years of progressive hotel Rooms Management experience , previous experience in the housekeeping department preferred
 - Minimum 1 year work experience as an Assistant Manager in a Hotel or Residences set up