



Job Description

Job Title:	Housekeeper
Responsible to:	General Manager / Operations Manager
Job Purpose:	To provide a pleasant and efficient cleaning and servicing operation to all areas of the front of house operation
	<ol style="list-style-type: none">1. To ensure that you turn up for work to start at rota time and in a fit state2. Inform the manager you are on site and collect a list of the days rooming list / cleaning schedules & collect keys3. Collect and check linen – reject any marked /torn items4. Service all allocated rooms to the standards required. E.g. clean cups, saucers, tea and coffee replenished, enough stationary in bedroom and floor hovered and furniture polished. Rooms must be secure at all times.5. All lost property to be registered in lost property book6. Report to your supervisor any faults requiring attention by maintenance7. Ensure all work has been checked before finishing your shift8. Ensure you return any keys you may have9. To adhere to dress/uniform standards as lay down by the Company and Common Law, whilst maintaining a high standard of personal hygiene. Name badges should be worn at all times10. To strictly observe Health and Safety and Hygiene practices as lay down by the Hotel, Company and Common Law. To be aware of COSHH legislation and adhere to this.11. Know your fire instructions and your role on the event of an evacuation. Attend all statutory training and departmental meetings12. To accept reasonable additional duties requested by management to ensure the smooth and efficient running of the department.
This job description is intended to illustrate the main duties and responsibilities of the job Room Attendant. It is not intended to be exhaustive and you are advised that the duties and responsibilities may change for time to time.	
Employers Signature	
Employers Name	
Date	
Employees Signature	
Employees name	
Date	