

LITTLE RIVER INN
Position Description

Position Title: Housekeeper

Department: Housekeeping

FLSA Status: Non-Exempt **Reports to:** Housekeeping Mgr **Revised:** 1/25/2022

Position Summary: Cleans and prepares guest rooms and other Inn facilities by maintaining assigned areas in a clean, sanitary, and orderly manner within a given amount of time. Follows Inn procedures and cleaning standards.

Principle Job Duties:

1. Attends pre-shift meeting to learn room assignments and days tasks
2. Stocks housekeeping carts/trays with cleaning supplies, linens, and guest supplies.
3. Cleans guest rooms in accordance with task sheets including making of beds as well as dusting all surfaces using approved cleaners.
4. Clean and where appropriate sanitize walls, carpets, fireplaces, coffee makers, tubs, showers, basins counters and toilets.
5. Vacuum rugs and mop floors
6. Remove any glasses, trays, food, or garbage
7. Inspect blankets, linens, and rooms to ensure they are serviceable. Report maintenance problems immediately.
8. Project a friendly and helpful attitude towards guests and co-workers at all times.
9. Replace room supplies and report personal items left in rooms immediately.
10. Arrange rooms per task list.
11. Practice and promote teamwork.
12. Other duties as assigned.

Qualifications and skills required:

1. Ability to understand and follow specific job instructions and safety rules in a consistent manner.
2. Must be able to complete a variety of assignments within specified time periods.
3. Knowledge of various cleaning supplies and their safe use.
4. Familiarity with vacuums, mops, and other cleaning equipment.
5. Attention to detail and an eye for neatness and cleanliness.
6. Hard working and dependable

Physical Requirements:

LITTLE RIVER INN

PHYSICAL/ENVIRONMENTAL JOB REQUIREMENT LIST

Job Title: Housekeeper		Hrs. Worked Per Shift 4 – 7		Hrs Worked per Week 20 to 40 hours				
Description of duties: Cleans and prepares guest rooms and other inn facilities. Operates vacuum cleaner and on occasion steam cleaner. Cleans tubs, showers, various surfaces, and floors. Changes bedding and linen. Carries linen, bedding and cleaning equipment up and down stairs								
Activity	Never (0 hrs)	Occasionally <3hrs	Frequently 3 to 6hrs	Constantly 6 to 8 hrs				
Sitting	X							
Walking			X					
Bending at waist			X					
Squatting		X						
Climbing		X						
Kneeling		X						
Crawling		X						
Twisting at Waist		X						
Hand use grasping			X					
Reaching above shoulder		X						
Pushing/Pulling		X						
Lifting Requirements			Carrying Requirements					
Lbs	0 hrs	0to3 hrs	3-6 hrs	6 to 8 hrs	0 hrs	0 to 3 hrs	3 to 6 hrs	6 to 8 hrs
0-10 lbs				X			X	
11-25 lbs			X			X		
26-50 lbs		X			X			
51 –75 lbs		X			X			
75-100 lbs		X			X			
Environmental Factors								
Factor or Task		Yes	No	Describe				
Driving Cars or other equipment		X		May drive laundry cart or Inn vehicle				
Walking on uneven ground		X		Paved pathways and steep hills				
Climbing Stairs		X		Two flights of stairs often throughout the day				
Exposure to excessive noise			X					
Exposure to Temp extremes			X					
Exposure to dust, gas, chemicals, or substances		X		Mild concentration of cleaning compounds				
Use of Special protective equipment		X		Face mask. Gloves when cleaning rooms.				

Comments:

Print Name _____

Sign Name _____