

Job Description

Job Title: Evening Turn Down	Department: Housekeeping	Reporting to: Floor Housekeeper
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Aim of the role

To prepare the rooms ready for the guests to retire to bed as per the Hotel standards.

Responsibilities

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- To check bathroom, replacing towels, tissues, products etc.
- Wipe out bath, shower, sink etc and ensure floor is clean and free from hair etc.
- Turn back bed covers and hang any clothes in wardrobe or fold them neatly. Arrange any shoes.
- Wash and polish any dirty glasses.
- Replace water bottles.
- Replace ice in ice buckets (summer months) and wine coolers.
- Change fruit napkins and wash fruit knives and plates if necessary.
- Clear table and arrange magazines tidily.
- Empty any bins.
- Check pillows and bed linen, remake if necessary.
- Close curtains.
- Attend any necessary training sessions or meetings.
- To make sure that Company Policy, the Vision Statement, and Departmental Objectives are followed and utilised at all times.
- To ensure that all appliances, fixtures and fittings are safe and work in accordance with Health & Safety regulations and report any faults to the Head Housekeeper.
- To be fully aware of the Hotel's Fire Safety Procedures and Health & Safety regulations.

THIS PERFORMANCE ROLE GUIDE IS NOT EXHAUSTIVE, NOR IS IT MEANT TO BE. ADDITIONAL ITEMS MAY BE INTRODUCED WHERE NECESSARY.

As the current post holder of this Performance Role Guide, I confirm I have read and understood the duties of this role.

Name (please print) _____

Signed: _____ Date: _____