

Job Description

Job Title: Housekeeping General Assistant	Department: Housekeeping	Reporting to: Floor Housekeeper
Aim of the role		
To maintain the high standards in the Hotel bedrooms and corridors.		
Responsibilities		
<p>Responsibilities</p> <ul style="list-style-type: none"> • To clean and maintain the hotel bedrooms to the standards set by the Head Housekeeper. • To keep baskets and cupboards neat and presentable at all times and stocked to the correct standard. • To complete tasks as delegated by the Head Housekeeper and work according to the extra cleaning list. • All cleaning materials are used to the Head Housekeeper's specification. • Store lists to be completed on the day given and stores to be put away. • To report any maintenance faults and deal with lost property. • To ensure that guest's names are used at every opportunity. • To assist with guest's queries as required or refer to the Head Housekeeper. • 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. <p>THIS PERFORMANCE ROLE GUIDE IS NOT EXHAUSTIVE, NOR IS IT MEANT TO BE. ADDITIONAL ITEMS MAY BE INTRODUCED WHERE NECESSARY.</p> <p>As the current post holder of this Performance Role Guide, I confirm that I have read and understood the duties of this role.</p> <p>Name (please print) _____</p> <p>Signed: _____ Date: _____</p>		