

The Club at New Seabury Housekeeper



Position Overview

Clean all guest rooms to the highest standards of excellence.

Essential Duties & Responsibilities:

- Stocks Room Attendant's cart and hand caddy.
- Strips and remakes beds with fresh linen.
- Empties wastebaskets and ashtrays.
- Cleans guestrooms.
- Wipes all window sills, walls and light switches.
- Vacuums rugs and floors.
- Dusts all furniture and fixtures.
- Checks lamps for burned-out light bulbs.
- Puts membership packet, comment card and room service menu on desk; makes sure all phone books are in top desk drawer.
- Checks drapes for missing hooks.
- Wipes mirrors and windows.
- Checks heating and air conditioning unit for proper operation.
- Changes mattress pads and blankets, if needed.
- Restocks all stationary.
- Cleans and sanitizes toilets.
- Washes tiles, tub, shower walls and fixtures.
- Wipes shower curtain.
- Cleans sink and fixtures.
- Cleans walls, baseboards and floor.
- Restocks towels, wash cloths, soap, glasses and other supplies and amenities.
- Reports when guestrooms are clean and ready for sale.
- Vacuums guest room hallways.
- Washes, dries and folds laundry.
- Stocks storage rooms.
- Attends staff meetings.
- Performs other appropriate tasks assigned by Company.

Knowledge, Skills, & Abilities:

- Knowledgeable about maintaining, cleaning and preserving a wide variety of surfaces.
- Follows instructions regarding the use of chemicals and supplies.
- Knowledge of and ability to perform required role in emergency situations.

Credentials & Experience:

- High School diploma or GED.
- One year of comparable work preferred.