

## Housekeeper Job Duties

- Dusting and polishing furniture and fixtures
- Cleaning and sanitising toilets, showers/bathtubs, countertops, and sinks
- Maintaining a clean and sanitary kitchen area
- Making beds and changing linens
- Washing windows
- Vacuuming and cleaning carpets and rugs
- Sweeping/vacuuming, polishing, and mopping hard floors
- Sorting, washing, loading, and unloading laundry
- Ironing clothing items
- Using any cleaning equipment such as vacuums, mops, and other cleaning tools
- Keeping bathrooms stocked with clean linens, toiletries, and other supplies
- Cleaning mirrors and other glass surfaces
- Emptying trash receptacles and disposing of waste
- Steaming and cleaning draperies
- Washing blinds
- Tidying up rooms
- Monitoring cleaning supplies and ordering more as needed
- Reporting any necessary repairs or replacements

## Housekeeper Skills and Qualifications

Knowledge of and experience in Cleaning and Sanitising rooms to varying levels to meet requirements, Willingness to Learn new cleaning methods and how to use various pieces of equipment, Ability to Adapt to Different Situations and Change Work Processes to accommodate customer needs, Ability to Take Criticism, Listening Skills to make sure that they are meeting the needs of their clients for cleanliness and sanitation standards, Good Customer Service skills, Reliability, Organisational skills, Integrity and Honesty, High Energy Levels.