

Job Description Housekeeping Cleaning

Position: Housekeeping Cleaner	Department: Housekeeping	Reporting to: Housekeeping Supervisor
Salary: £10ph – (£20,800pa)	Contract: Permanent	Hours per week: 40 (5 days out of 7)

Job purpose:

Job purpose: To carry out the day-to-day cleaning of all hotel public areas to include the exteriors ensuring that the needs of the business are met in line with brand and company standards and legal requirements.

Essential & Desirable Job Criteria:

Essential

- Verbal communication skills
- Attention to detail
- Ability to work in a team and on own initiative
- Good timekeeping
- Be capable of lifting and moving heavy loads

Desirable

- Knowledge of cleaning
- Knowledge of COSHH

This roll will involve long periods of standing and walking together with heavy lifting. Industrial cleaning equipment and chemicals are involved in this job. Full training will be provided.

Role Competencies:

Planning Timescales:

- To restock and maintain the public area trolley on daily basis

Decision Making:

- To make associated decision within parameters of the role

Impact & Influence:

- Assist other departments wherever necessary and maintain a good working relationship

Skill Level:

- To ensure the proper usage of chemicals/cleaning supplies, machinery and departmental linen. To have full knowledge and understanding of all the chemical products utilised, their storage and the disposal of all toxic products
- Comply with brand standards, health and safety, fire and control of substances hazardous to health regulations

Communication:

- To report any missing or damaged items and required maintenance work

- To report any left items in line with the lost property procedure
- Carrying out guest requests in a timely manner

Budget Management:

- To ensure waste of products and sundries is kept to a minimum

Lead & Develop:

- N/A for this role

Operating Parameters:

- To carry out the day-to-day cleaning and deep cleaning of the hotel public areas to include function rooms, stairs, landings, corridors, washrooms, entrances to ensure that all work is completed to schedule and required standard
- To carry out any reasonable request required by hotel management and hotel guests. This role may extend to cleaning and finishing guest bedrooms, bathrooms, deep and periodical cleaning of bedrooms, moving clean linen and guest supplies to the housekeeping stores and soiled linen and waste to the laundry and bin areas. Changing of bedroom and bed configurations and receiving, checking and transporting housekeeping deliveries within the hotel as well as processing bedroom and food and beverage linen and guest and staff laundry

Competency Total:

Level