

Kiskadee Korner Boutique Hotel

Position: Housekeeping Services

Summary:

Housekeeping Services include the cleaning of guest rooms/apartments, outdoor areas, the office, kitchen areas and other spaces as scheduled by the Housekeeping Manager. Persons will also be required to perform other duties such as washing of relevant linens, recording of finished tasks and reporting of room issues using a housekeeping software.

Roles/Responsibilities

- Clean rooms/bathroom/toilets by Kiskadee Korner Standards
- Change bed linens and make up beds
- Replace used towels
- Sweep/mop floors, Dust furniture, clean mats, etc.
- Replenish bathroom amenities (soap, shampoo, etc.)
- Ensure all public areas are clean (lobby, meeting areas, pool deck etc.)
- Record finished tasks on the housekeeping software
- Report any room maintenance needs on the software (AC to be fixed, soiled sheets, etc.)
- Help guests retrieve lost items
- Washing of Towels, Linens etc.
- Cleaning of housekeeping equipment (brooms, vacuum, mops etc.)
- Ensure all assigned rooms, public areas and garbage bins are tidy by the end of the shift
- Report to Housekeeping Manager

Experience Required:

- Work experience in the field of Cleaning or Housekeeping
- Experience with cleaning products/equipment
- Good physical health and stamina
- Ability to work with little or no supervision
- Ability to follow instructions
- Must be tech-savvy and comfortable with using/learning New Software
- Strong verbal communication skills (English Language)
- Must be a patient and excellent Listener
- Must be Punctual