

Fairfield Inn & Suites The Dalles
JOB DESCRIPTION

TITLE: HOUSEKEEPER
DEPARTMENT: HOUSEKEEPING
IMMEDIATE SUPERVISOR: HOUSEKEEPING SUPERVISOR
SCHEDULED HOURS: FLEXIBLE SHIFTS / DAYS

MAJOR RESPONSIBILITIES: maintains a high level of cleanliness of assigned guest rooms and/or section; effectively performs checkout and stay over service as requested by the executive housekeeper; actively participates in fun, professional, and team-oriented environment.

ESSENTIAL FUNCTIONS:

- enters and prepares room for cleaning using established protocols for guest safety & security
- makes the bed(s) using clean linen and changes bedding (bed pad, blanket, bedspread, mattress, etc.) as needed and/or as regularly scheduled
- dusts furnishings using proper cleaning chemicals
- cleans dishes and kitchen area (if applicable) using proper chemicals and wearing appropriate safety equipment
- replenishes guest room, bathroom and kitchen (if applicable) amenities using established quantities
- cleans the bathroom using proper chemicals and wearing appropriate safety equipment (eye goggles, rubber gloves, etc.)
- vacuums carpet including edges and spot-cleans as necessary
- checks for and reports to supervisor any item or area in room in need of maintenance
- inventories room for theft or damage and immediately reports to supervisor
- checks and secures the room upon leaving
- upholds the company's policies and initiatives concerning guest service
- maintains a well-groomed appearance
- wears the required uniform including name tag
- provides input to supervisors regarding the housekeeping department
- is aware of and practices safety protocols (i.e. MSDS, hazard identification & information, accident prevention, occupational safety & health requirements, job safety analysis, etc.); actively participates in identifying and addressing safety issues
- carries out all reasonable requests by management which the employee is capable of performing

Performs other duties as assigned by the Executive and Lead Housekeepers.

PHYSICAL REQUIREMENTS: be able to lift up to 50 lbs. in weight; frequent bending, stooping, reaching, pushing, and pulling movements.

I have read this job description and understand the requirements for this job.

Employee's Printed Name

Date

Employee's Signature

Immediate Supervisor's Signature