



Hotel Cerro Job Description – Overnight Housekeeping

Position Title: Hotel Cerro – Overnight Housekeeping

Lines of Communication: **Reports to:** Executive Housekeeper,
Housekeeping Supervisor

Responsible for: Public Areas

Liaises with: Housekeeping & Other Departments

Position Summary:

Overnight Housekeeper is responsible for the cleanliness of the hotels public area. Clean public areas of the hotel, lobby, Olive tree (meeting room), public bathrooms, fitness center, pool, and offices. Overnight Housekeeper promotes positive image of the property to guests and must be pleasant, honest, friendly.

Duties and Responsibilities:

Duties and Responsibilities will include but not be limited to the following:

- Cleans public areas gym, pool, public restrooms, lobby, Brasserie.
- Empties all trash containers
- Dusts and polishes furniture, fixtures, all surfaces.
- Mops and polishes elevators.
- Keeps and maintains all areas of the hotel free of trash.
- Ensures all public restrooms in the hotel are always clean and restocked.

- Follows through with preventative maintenance and cleaning schedule given by Executive housekeeper and/or Supervisor.
- Reports maintenance issues to Executive housekeeper and/or Supervisor.
- Keeps and maintains a high morale and productivity as well as consistent and effective flow of communication within housekeeping as well as other departments of the hotel.
- Informs supervisor if running low on inventory of guest and housekeeping supplies.
- Keeps and maintains the property's superior standards of housekeeping.
- Complete projects in a timely manner.

Prerequisites:

- Must be flexible in terms of working hours and schedules.
- Must be able to endure physically long periods of standing.
- Must possess outstanding guest services skills and a clean presentation.
- Must be able to handle a multitude of tasks in an intense, ever-changing environment.

Education

- High school diploma or equivalent required.

Experience

- 1+ years in housekeeping experience in a hotel environment preferred.