

# CityFlatsHotel

Job Posting

## *Housekeeper*

**Organization Name:** CityFlatsHotel Grand Rapids, LLC

**Reports to:** Head Housekeeper, Assistant Head Housekeeper

**Job Location:** Grand Rapids, MI

**Employment Status:** PT

### **Position Summary:**

Our uniquely designed 48 room boutique hotel needs of housekeepers to provide the necessary service of ensuring clean and comfortable rooms for guests. The impression created by the Housekeeper is crucial to the reputation and success of our growing CityFlatsHotel brand. Therefore, it is essential that the candidates be highly thorough and professional in completing their duties. Daily cleaning of assigned guestrooms as per established standards of cleanliness and through interaction with guests is expected. Mandatory drug testing is required.

### **Responsibilities & Duties:**

- Maintain a professional appearance with a positive attitude and is adaptable and flexible
- Perform all necessary cleaning activities such as making beds, dusting, sweeping, trash removal, mopping and polishing, but not limited to
- Adhere to procedure and ensure all rooms are cared for and inspected according to department standards
- Protect equipment and making sure there are no inadequacies
- Follow staff conduct policies and time management guidelines
- Exercise tact and discretion when dealing with guests, and guests' property
- Report any damages, shortcomings, and disturbances to supervisors
- Check and maintain stock levels
- Comply with all rules regarding health and safety of guests and coworkers

### **Qualifications & Skills:**

- Proven experience as a cleaner or housekeeper
- Able to work efficiently and independently with minimal supervision
- Has great attention to detail and works well under pressure in a fast-paced environment
- Customer oriented and friendly
- Prioritization and time management skills
- Works quickly without compromising quality
- Able to lift up to 50 pounds of laundry and push heavy carts without assistance
- Willingness to work on your feet for 4 hour shift
- Knowledge of English language
- High school diploma/GED