

CityFlatsHotel

Job Posting

Housekeeper

Organization Name: Chi Hospitality Land Co. LLC

Reports to: Head Housekeeper, Assistant Head Housekeeper

Job Location: Holland, MI

Employment Status: PT

Position Summary:

Our uniquely designed 56 room boutique hotel is in need 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.

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
- Assist Head Housekeeper/Asst. Head Housekeeper in training new employees

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