

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:

CityFlatsHotel, located in the heart of Downtown Grand Rapids, 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 uniquely designed 48 room boutique hotel. 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. CityFlatsHotel encourages all employees to strive for a professional environment that promotes teamwork, respect, and consideration for one another. If this is you, we love to hear from you!

Responsibilities & Duties:

- Maintain a professional appearance with a positive attitude and is adaptable and flexible
- Perform all necessary cleaning activities such as stripping and making beds, dusting, sweeping, trash removal, mopping and polishing, but not limited to
- Fold laundry during peak times when necessary
- Keep workroom, break room and carts clean and organized
- 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 preferred
- 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