

Hotel Housekeeper Needed

Requirements

Legal to work in the United States. All new hire documentation must be authentic and pass E-verify.

Apply

Complete application at <http://www.benlmondsuites.com/about/employment-opportunities.htm>

Or apply in person at Ben Lomond Suites, 2510 Washington Blvd., Ogden, Utah 84401

Department

Housekeeping

Reports to

Executive Housekeeper and Assistant Housekeeper

Job Summary

Maintain a clean and appealing guest room according to policy standards.

Duties and Responsibilities

General

1. Advises manager or front desk of rooms ready for occupancy.
2. Change bed linen daily.
3. Vacuum carpeting. Sweeps, scrubs, waxes, and polishes floors.
4. Cleans carpets, upholstered furniture, and draperies.
5. Washes walls, ceiling, and woodwork.
6. Washes windows, door panels, and sills.
7. Empties wastebaskets. Transports trash and waste to disposal areas.
8. Dust all furniture (picture frames, bed frames, lamps, TVs, dressers, etc.).
9. Remove fingerprints and smudges (ex. mirrors, shiny surfaces, windows, etc).
10. Thoroughly clean the bathroom area - wash shower stall, sink, floor, toilet, etc.
11. Replenishes supplies such as drinking glasses, toiletries and writing supplies.
12. Replaces light bulbs.
13. Make sure that the standard room set-up is complied with.

14. Report immediately all damage found in a room.
15. Report immediately all missing items in room. Report immediately personal guest items found in vacant rooms.
16. Notify Executive Housekeeper of all rollaways or cribs in rooms for pick-up and storage.
17. Take responsibility for pass key and make sure it is turned in daily.
18. Turn in immediately all "lost and found" items to Executive Housekeeper.
19. Report immediately to the Executive Housekeeper:
 - No luggage
 - No service needed.
 - Sleep outs.
 - Extra guests.
 - Anything unusual.
20. Shut off all lights, TVs and set air conditioners to 70 degrees in summer, set heat to 78 in winter when leaving room..
21. Assist Executive Housekeeper in any additional cleaning chores she may assign (common areas, event spaces, etc).

Responsible For:

Linens, blankets, and room supplies; equipment, vacuums, etc.

Physical Demands

1. Must be able to stand over 2/3 of the time.
2. Must be able to walk over 2/3 of the time.
3. Must be able use hands to finger, handle, or feel..
4. Must be able to reach with hands and arms.
5. Must be able to climb or balance.
6. Must be able to stoop, kneel, crouch, or crawl.
7. Must be able to talk and hear.
8. Must be able to lift 50 pounds.