

JOB DESCRIPTION

Job Title:	HOUSEKEEPING SUPERVISOR
Department:	HOUSEKEEPING
Reports To:	RDM

JOB DESCRIPTIONS

1. Check apartment status on a daily basis.
2. To clean and make-up apartments according to established apartment standards.
3. Perform daily activities such as:
 - making beds, changing bedsheets and pillow cases
 - cleaning bathrooms and fixtures
 - cleaning living / dining areas as well as kitchenettes
 - vacuuming carpets and upholstered furniture and appliances
 - replenishing bathroom and room supplies
 - emptying and cleaning ashtrays and waste baskets
 - cleaning refrigerators, sinks and ovens
 - cleaning soiled glasses, chinaware and flatware
 - replacing light bulbs
 - cleaning of vacant apartments and ensuring that all appliances are in working order
 - reporting malfunctions to superior and replacing missing equipment or supplies
 - preparing a maid's cart and replenishing supplies daily before apartment cleaning commences
 - completing reports and turning over any found articles to the Supervisor
 - to report any laundry bags with completed list found in room
4. To clean and maintain service areas and equipment daily and assist Cleaners in cleaning and maintaining hallways and lift lobbies.
5. To assist public area attendant in cleaning of carpets, when necessary.
6. To report suspicious persons and any malfunctioning equipment in the apartment to the superior.
7. To move furniture, as required.
8. To perform any special work assigned by Supervisors.

Acknowledgement

.....

(Employee Signature)

Name:

Date: