

**Housekeepers** are responsible for cleaning and maintaining all rooms, suites, and indoor common areas, operating industrial washing machines with a capacity of 65 lbs. and a volume of 9.7 cu.ft, and operating industrial dryers with a capacity of 50 lbs. Duties include:

- Keep storage areas and carts well-stocked, clean, and tidy.
- Carry linens, towels, toilet items, and cleaning supplies, using wheeled carts.
- Clean rooms, hallways, lobbies, lounges, restrooms, corridors, elevators, stairways, locker rooms, and other work areas so that health standards are met.
- Empty wastebaskets, empty and clean ashtrays, and transport other trash and waste to disposal areas.
- Sweep, scrub, wax, or polish floors, using brooms, mops, or powered scrubbing and waxing machines.
- Replenish supplies, such as drinking glasses, linens, writing supplies, and bathroom items.
- Clean rugs, carpets, upholstered furniture, and draperies, using vacuum cleaners and shampooers.
- Wash windows, walls, ceilings, and woodwork, waxing and polishing as necessary.
- Dust and polish furniture and equipment.
- Disinfect equipment and supplies, using germicides or steam-operated sterilizers.
- Observe precautions required to protect hotel and guest property and report damage, theft, and found articles to supervisors.
- Sort, count, and mark clean linens and store them in linen closets.
- Sort clothing and other articles, load washing machines, and iron and fold dried items.
- Assign duties to other staff and give instructions regarding work methods and routines.
- Move and arrange furniture and turn mattresses.
- Answer telephones and doorbells.
- Replace light bulbs.
- Deliver television sets, ironing boards, baby cribs, and rollaway beds to guests' rooms.
- Hang draperies and dust window blinds.
- Request repair services and wait for repair workers to arrive.
- Prepare rooms for meetings and arrange decorations, media equipment, and furniture for social or business functions.
- Remove debris from driveways, garages, and swimming pool areas.
- Wash dishes and clean kitchens, cooking utensils, and silverware.
- Polish silver accessories and metalwork, such as fixtures and fittings.
- Run errands, such as taking laundry to the cleaners and buying groceries.
- All other duties as assigned.

**Housekeepers** must be able to lift and/or carry up to 50 pounds, walk up and down stairs, and must be able to lift, carry, walk, sit, push, pull and move continuously during working hours. Day, evening, weekday and weekend shifts are required. Overtime hours may be available and will be paid according to Department of Labor regulations.

Experience: Stage Neck Inn requires no specific skills, licenses/certificates/certifications or previous experience to be considered for employment as Housekeeper.