



JOB DESCRIPTION

JOB TITLE: General Assistant Housekeeping
DEPARTMENT: Housekeeping
RESPONSIBLE TO: Head Housekeeper

PRIMARY PURPOSE OF JOB

To ensure guest bedrooms, public areas, stairways and corridors are serviced and maintained to the required Standards and the linen services operate to the correct procedures. To assist the Housekeeper in the smooth running of the department.

Summary of Duties and Responsibilities

1. To ensure sufficient training of all housekeeping staff to the required standards of the hotel, and ensure that these standards are met. To instruct staff in the procedures, COSHH, and risk assessment of the Housekeeping department.
2. To check rooms are being cleaned to the agreed standards and rectify discrepancies.
3. To service all bedrooms, bathrooms and public areas to the company standards.
4. To report any maintenance faults and check that these are rectified.
5. To operate an ongoing in-depth cleaning routine, in all areas.
6. To ensure that other departments' linen requirements are sought and met.
7. To ensure that the required cleaning of all public areas is met at all times to the highest possible standard.
8. Liaise with both restaurant and banqueting on their linen requirements in the absence of the linen keeper.
9. Ensure that any guest needs within your department are met.
10. Ensure that all staff have knowledge of hotel facilities.
11. To comply with and act in accordance with all Company fire regulations and to adhere to the Company's fire policy.
12. To act in accordance with all Health & Safety and hygiene regulations and to adhere to the Company's Health & Safety policy.
13. To attend all statutory training as & when requested.
14. To arrive at work at the correct time and in the correct uniform ensuring it is in immaculate condition.
15. To behave in a friendly and hospitable manner to all guests, customers and staff.

This JOB DESCRIPTION is not exhaustive, therefore the job holder may be required, from time to time, to carry out tasks as & when requested by Management.