

# Kiskadee Korner Boutique Hotel

**Job Position:** Housekeeping Attendant (Cleaning)

**Job Summary:**

The Housekeeping Attendant is expected to clean guest rooms/apartments, outdoor areas, the office, kitchen areas and other spaces as scheduled by the Housekeeping Manager. The Housekeeping Attendant will be required to do room cleanings, to wash relevant linens and to record finished tasks and any room issues using the housekeeping software.

**Roles/Responsibilities**

- Clean rooms/bathroom/toilets by Kiskadee Korner Standards
- Change bed linens and make up beds
- Replace used towels
- Sweep/mop floors, Dust furniture, clean mats, etc.
- Replenish bathroom amenities (soap, shampoo, etc.)
- Ensure all public areas are clean (lobby, meeting areas, pool deck etc.)
- Record finished tasks on the housekeeping software
- Report any room maintenance needs on the software (AC to be fixed, soiled sheets, etc.)
- Help guests retrieve lost items
- Ensure all assigned rooms, public areas and garbage bins are tidy by the end of the shift
- Report to Housekeeping Manager

**Academic Qualifications/Experience Required:**

- Work experience in the field of Cleaning or Housekeeping
- Experience with cleaning products/equipment
- Good physical health and stamina
- Ability to work with little or no supervision while meeting high-performance standards
- Ability to follow instructions
- Must be tech-savvy and comfortable with using/learning New Software
- Strong verbal communication skills (English Language)
- Must be a patient and excellent Listener
- Must be Punctual