

Housekeeper Job Description

1. Job Brief (About the Role)

{{Property Name}} is hiring a Housekeeper to clean and reset {{guest rooms / units}} to our presentation standard. This role reports to the {{Executive Housekeeper / Housekeeping Supervisor}} and works alongside room attendants, housepersons, and the front desk.

Three or four sentences: the team, who the role reports to, and why this position exists. Skip generic openers like "We are looking for..."

2. Responsibilities

- Clean and reset assigned {{guest rooms}} to standard within the allotted minutes per room
- Strip and remake beds, replace linens and terry, and restock amenities and minibar
- Dust, vacuum, sanitize bathrooms, and spot-clean walls, glass, and fixtures
- Follow chemical labels, dilution ratios, and the SDS for all cleaning products
- Report maintenance issues and lost-and-found items to {{the supervisor / front desk}}
- Stock and organize the housekeeping cart and linen closet for each shift
- Meet the daily room quota while passing supervisor room inspections
- Follow bloodborne-pathogen and safety procedures, including proper PPE

Eight to twelve bullets, each starting with a verb. Keep them specific to the day-to-day work, not aspirational filler.

3. Requirements & Skills

- Able to stand, bend, push a loaded cart, and lift up to {{25}} lbs throughout the shift
- Knowledge of safe chemical handling and SDS/label use (or willingness to train)
- Attention to detail to pass room inspections consistently
- Reliable attendance and availability for weekends and holidays
- Able to work independently and keep pace with the room quota

List the must-haves: experience, licenses or certifications, the systems and tools used, and any physical or shift realities.

4. Nice-to-Have

- Prior hotel, hospital, or commercial cleaning experience
- Familiarity with a room-status / housekeeping app (e.g., Opera or HotSOS)

Two to four genuinely optional items. Keep them strictly separate from Requirements so they don't deter good applicants.

5. Compensation & Benefits

| | |
|-----------|------------------|
| Pay range | {{Salary Range}} |
|-----------|------------------|

Enter a pay range from local market data — do not leave it blank. Pay transparency improves applicant quality and is now required in many states.

6. Schedule & Work Environment

- {{Full-time / part-time}}; daytime shifts including weekends and holidays
- Physically active role: standing, bending, and repetitive motion all shift
- Exposure to cleaning chemicals; PPE and uniform provided

Be honest about shifts, weekends, overtime, and the physical environment. Realistic expectations reduce early turnover.

7. How to Apply

To apply, {{application instructions — e.g., send a resume and short cover note to careers@company.com}}.

{{Company Name}} is an equal opportunity employer. We celebrate diversity and are committed to an inclusive workplace. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other characteristic protected by law.