



## Housekeeper - Job Description

We are a 23-room boutique hotel with beautiful public spaces and bedroom interiors. Our rooms are a major draw for our hotel guests, so attention to detail, a passion for your work and pride in a job well done are essential qualities for success in this position.

### Duties and Responsibilities:

- Provide daily service of all occupied rooms - clean and restock rooms in an organized and effective manner. Key job duties include replacing room amenities and bathroom linens, changing or making beds, removing trash, dusting and polish furniture, vacuuming carpets and floors, cleaning bathrooms, cleaning and re-setting fireplace, and restocking wood.
- Stripping and cleaning of departure rooms in preparation for new arrivals.
- Upkeep of the main spaces, including Tavern, Dining Room, Living Room, Hallways, Stairways, Powder Rooms, and Lobby.
- Daily laundry service of towels, robes, and rags as well as restocking Housekeeping closets and managing inventory levels.
- Perform a variety of cleaning activities such as sweeping, vacuuming, mopping, dusting and polishing. Able to work efficiently and independently with minimal supervision.
- Ensure all rooms are cleaned, cared for and inspected according to standards.
- Housekeepers must follow company policies and promptly report any maintenance problems or safety hazards and deliver any lost items to the Front Desk.
- Adhere strictly to rules regarding health and safety and be aware of any company-related practices. Maintain a professional appearance with a positive and adaptable attitude.
- Ability to operate electric housekeeping cart safely.
- This position involves being outside as you move from building to building and some physical labor; Edson Hill housekeepers need to possess the ability to stand or walk for extended periods of time. Additionally, housekeepers often need to move, carry, push, and lift up to 25 pounds.
- Must have reliable transportation.
- All other duties as assigned by Edson Hill Management.

At Edson Hill our goal is to provide an environment where you are working with great, talented people, have an opportunity to make a solid living and to advance in your career path. If you feel these goals are not being met, please schedule a time to discuss this with your direct supervisor or HR.