

JOB DESCRIPTION

TITLE

Accommodation Assistant

MAIN DUTIES AND RESPONSIBILITIES

You will be responsible for the cleaning and maintaining of guest bedrooms and public areas of the hotel to an approved standard.

- Clean guest bedrooms that are allocated to you to the correct standard – which includes making beds, cleaning bathrooms, dusting furniture, removing rubbish, replenishing the rooms with towels and toiletries and vacuuming the room.
- Clean corridors, ie. glass (fire doors) doors, and any other furniture that is on the corridors and stairways.
- Remove and dispose of any rubbish to the appropriate areas.
- Have a comprehensive knowledge of the appropriate use of various cleaning materials and detergents.
- Ensure proper clean and care of equipment.
- Report any maintenance issues or lost property to your supervisor.
- Greet and acknowledge guests that you meet throughout your working day.
- Deal with any guest queries in a professional and friendly manner.

SUCCESSFUL APPLICANTS MUST HAVE

- Excellent attention to details
- Be a team player and have the ability to multi task
- Good working knowledge of the hospitality sector
- Willingness to work flexible hours.