



## HOUSEPERSON JOB DESCRIPTION

Hours: 6:30 AM - 3 PM/2:30 PM-11 PM

Schedule: Flexible

Department: Housekeeping

### **Basic Job Description:**

The Houseperson is responsible for cleaning and maintaining guest rooms, hallways, furnishings, flooring and work areas. Cleaning rooms includes duties such as changing bed linens and emptying trash as well as vacuuming carpets and dusting furniture. The Houseperson replaces guest supplies, i.e. soap, shampoo, bathroom tissue, etc. and maintains all staff closets. Duties also include cleaning the common areas, stairwells, elevators and landings. Secondary duties may include shoveling snow from walkways, assisting with guest transportation, assisting with guest luggage. All team members must ensure the confidentiality and security of all guest rooms.

The Houseperson is responsible for executing any reasonable task requested by his/her manager or supervisor.