



Housekeeping job description

Responsibilities:

- Cleaning of all public areas (reception area, breakfast area, toilets, bar area)
- Cleaning of all corridors including the staircase
- Cleaning of the stayer rooms
- Complete cleaning (thorough cleaning) of the departure rooms
- Thorough cleaning of all public areas at the end of the season
- Thorough cleaning of the guest rooms at the end of the season
- Daily cleaning of the entire wellness and sauna area as well as the Old Bakery and all public areas
- Cleaning of the seminar room after use
- Basic cleaning of the wellness and sauna area at the end of the season
- Cleaning the staff dining room (kitchen, cupboards, tables and floor) as well as the staff changing rooms and staff toilets
- Wash and dry guests' bed linen and towels daily
- Daily ironing of bed linen and towels for guests
- If necessary, wash, dry and iron guest clothing and bring the completed laundry list to reception
- Keeping the laundry room and cleaning supplies store clean
- Daily check of the guest folders (fill up if necessary)
- Act guest-oriented and friendly
- Cooperation with reception regarding various information (e.g. forwarding complaints/requests/suggestions of the guest, additional beds, relocations, consumption of the guests from the minibar, etc.)
- Always walk through the hotel with your eyes wide open and report various defects (which must be repaired immediately) at the reception