

Housekeeper - Position Description

Bergamo Center for Lifelong Learning

Position Summary

Clean and service Bergamo Center guest rooms and public areas. As necessary, the housekeeper is expected to assist other staff members in completing tasks to meet the needs of Bergamo Center's guests.

A. Essential Duties

1. Complete daily all guestroom and public area cleaning tasks assigned and any extraordinary tasks assigned by Housekeeper Coordinator.
2. Report any tasks not completed or any trouble (e.g. broken articles, repair or cleaning needed, malfunctioning equipment) to Housekeeper Coordinator or the front desk.
3. Perform any functions or make any adjustments necessary to guestrooms to satisfy the needs of the guests according to the pink sheets from the scheduling office or the green sheets from the front desk (if the housekeeper has a question regarding duties assigned by another department, he/she is to perform the duty and is to report it to the Housekeeper Coordinator).
4. Maintains linen room and carts in good order fully stocked.
5. Suggest or explain different procedures, supplies, or equipment the housekeeper thinks would help the efficiency of the section to the Housekeeper Coordinator.
6. Request needed supplies and equipment from the Housekeeper Coordinator.
7. As necessary, expected to assist other staff members in completing tasks to meet the needs of Bergamo Center guests.
8. Works with minimal supervision.

This section is not intended to be an exhaustive listing of all the responsibilities, duties, and required skills of this position. There are other non-essential duties the housekeeper will be required to perform. The Bergamo Center has the right to change duties and responsibilities required for the position of Housekeeper.

The housekeeper must perform all duties in the manner consistent with the Mission Statement of Bergamo Center. Evaluation of the performance will be based on the fulfillment of the above duties efficiently and accurately with the proper professionalism and as they represent the mission and goals of Bergamo Center for Lifelong Learning.

B. Requirements

1. Have basic knowledge of custodial/janitorial duties.
2. Interpersonal skills in working with other employees are essential, as is the ability to be courteous and friendly with guests.
3. Perform physical activities such as: bending and kneeling to clean bathroom tubs and floors, stretching to make beds, moving furniture to clean behind, climbing short ladders for cleaning of blinds and windows.
4. Lift 25 or more pounds on occasion, with or without help and will be on his/her feet 85% of the time.
5. Employee authorizes direct deposit of pay.
6. Reliable transportation to and from work is essential.

C. Hours

This is a part-time hourly position – up to 16 hours per two-week pay period. Hours may vary, but typically the housekeeper hours are from 9:00 am to 2:00 pm.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____