

Job Title: Cleaners/ Housekeepers (Hotels )

**Key Responsibilities:**

**1. General Cleaning Duties**

- Clean and sanitize all common areas, including dining rooms, lobbies, hallways, and entrances.
- Sweep, mop, vacuum, and polish floors.
- Dust and wipe down surfaces, furniture, and décor.
- Empty trash bins, replace liners, and dispose of waste properly.

**2. Kitchen & Food Preparation Area Cleaning**

- Maintain cleanliness in the kitchen, including floors, walls, countertops, and sinks.
- Wash and sanitize kitchen equipment and appliances.
- Dispose of food waste according to restaurant or hotel guidelines.
- Clean and organize storage areas, refrigerators, and freezers.

**3. Restroom Sanitation**

- Clean and disinfect toilets, sinks, and mirrors.
- Replenish supplies such as soap, toilet paper, and paper towels.
- Ensure restrooms remain clean and odor-free throughout shifts.

**4. Hotel Room Cleaning (If Applicable)**

- Make beds and replace linens according to hotel standards.
- Dust, vacuum, and sanitize guest rooms and bathrooms.
- Restock guest amenities such as towels, toiletries, and refreshments.
- Report any damages or maintenance issues to management.

**5. Equipment & Supply Management**

- Use cleaning supplies and equipment safely and effectively.
- Follow proper procedures for handling chemicals and cleaning agents.
- Ensure cleaning tools are properly stored and maintained.

**6. Compliance with Health & Safety Regulations**

- Follow food safety, sanitation, and hygiene protocols.
- Adhere to OSHA, HACCP, or local health department guidelines.

- Wear protective gear such as gloves and masks when required.
- Report any hazardous conditions or spills immediately.

### **7. Supporting Hospitality Operations**

- Assist in setting up tables, chairs, or banquet areas when needed.
- Ensure a welcoming and fresh atmosphere for guests.
- Work collaboratively with kitchen staff, housekeeping, and management.

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### **Qualifications & Experience:**

- **Education:** No formal education required; basic literacy preferred.
- **Experience:** Previous cleaning experience in hospitality (hotels, restaurants, or resorts) – 2 years

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### **Required Skills:**

- Strong attention to detail and cleanliness.
- Ability to work independently and as part of a team.
- Good time management and efficiency.
- Understanding of cleaning chemicals and safety protocols.
- Physical stamina to perform repetitive tasks.
- Basic communication skills to follow instructions.

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### **Work Environment & Physical Requirements:**

- Must be able to stand, walk, bend, and lift for extended periods.
- Ability to lift up to 25-50 lbs (e.g., moving chairs, vacuuming large areas).
- Work in a fast-paced, physically demanding environment.
- Flexible schedule, including early mornings, evenings, weekends, and holidays.