**Job Profile**

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| **Job Details** |  | **Job Code:** | | | **JZS/HSKP10** | |
| Job Title: | Housekeeping Attendant Rooms | | | | | |
| Grade: | 9 | | | | | |
| Business Unit: | Madinat Jumeirah | Location: | | Dubai | | |
| Department: | Housekeeping | Function: | | Rooms Division | | |
| Reports to: | Team Leader / Assistant Housekeeping Manager | | | | | |
| Direct Reports: | * NA | | | | | |
| Financial Accountability | * NA | | | | | |
| Conditions of Work: | As per UAE labour law, 48 per week + 1 hour break per day. | | | | | |
| **Role Overview** |  | | | | | |
| Purpose: | To service the guest rooms and public areas keeping the guest floors and pantries to the standard of cleanliness.  To perform duties in Linen Room | | | | | |
| Communication: | Internal | | External | | | |
| * Team Leaders * (Assistant) Housekeeping Manager * Service One | | * N/A | | | |
| Main Duties: | * To collect the section key against signature and room report from the Housekeeping office and return them at the end of the shift. * To clean each room assigned thoroughly, making the necessary arrangement in guest rooms and replenishing linen and guest supplies. * To inspect all facilities, furniture and fixtures and report any damage to the Team Leader for action and follow-up. * To do special general cleaning in guest rooms as per Housekeeping schedule and occupancy level. * To clean exit staircases and pantries on the floor level assigned to. * To clean and store all the equipment in its proper place. * To re-stock the trolley for the next day. * To clean assigned area or outlet thoroughly, making the necessary arrangement, replenishing linen and guest supplies in specific areas. * To take particular attention to busy areas such as guest lifts inside and outside, toilets, entrance doors, lobby carpets, ashtrays, restaurants, function rooms. * To inspect all facilities, furniture and fixtures and report any damage to the Team Leader for action and follow-up. * To collect and dispose of garbage from all Public Areas. * To clean all back of house areas and toilets, lockers and offices as per standard set by the hotel. * To re-stock janitor for the next day. * To fill out the Housekeeping attendant’s reports correctly, showing the room status and time cleaned. * To report to Coordinator lost and found items as soon as found in the guest room. * Not to allow anyone to enter in guest rooms except with the approval of the Team Leader. * Carries out any duties that the Team Leader may assign. | | | | | |
| **Role Specifications** | | | | | | |
|  | Essential | | Desired | | | |
| Qualifications | * Read, write & speak basic English * Education – High School preferred | | * Intermediate English level | | | |
| Experience | * 1 to 2 years experience working at a 4 or 5 star hotel in Housekeeping. | | * Experience in interaction with guests | | | |
| Skills | * Familiar at working with housekeeping chemicals & equipment | | * Familiar at working with housekeeping machinery | | | |
| **Document Control** |  | | | | | |
| Last Update by: | Sa | | Date: | | |  |
| Approved by: |  | | Date: | | |  |