**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
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| Financial Accountability | * NA
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| 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
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| 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.
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| **Role Specifications** |
|  | Essential | Desired |
| Qualifications | * Read, write & speak basic English
* Education – High School preferred
 | * Intermediate English level
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| Experience | * 1 to 2 years experience working at a 4 or 5 star hotel in Housekeeping.
 | * Experience in interaction with guests
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| Skills | * Familiar at working with housekeeping chemicals & equipment
 | * Familiar at working with housekeeping machinery
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| **Document Control** |  |
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