



GENERAL STAFFING SOLUTIONS

POSITION TITLE:

Maids and Housekeeping Cleaners

General Description:

Perform any combination of light cleaning duties to maintain private households or commercial establishments, such as hotels, restaurants, and hospitals, in a clean and orderly manner. Duties include making beds, replenishing linens, cleaning rooms and halls, and vacuuming.

Skills/Duties:

- Cleans and removes debris from driveway and garage areas.
- Prepares sample rooms for sales meetings.
- Empties wastebaskets, and empties and cleans ashtrays.
- Transports trash and waste to disposal area.
- Delivers television sets, ironing boards, baby cribs, and rollaway beds to guests rooms.
- Dusts furniture and equipment.
- Polishes metalwork, such as fixtures and fittings.
- Cleans rugs, carpets, upholstered furniture, and draperies, using vacuum cleaner.
- Washes windows, door panels, and sills.
- Collects soiled linens for laundering, and receive and stores linen supplies in linen closet.
- Sweeps, scrubs, waxes, and polishes floors, using brooms and mops and powered scrubbing and waxing machines.
- Cleans rooms, hallways, lobbies, lounges, restrooms, corridors, elevators, stairways, and locker rooms and other work areas.
- Arranges decorations, apparatus, or furniture for banquets and social functions.
- Replenishes supplies, such as drinking glasses, writing supplies, and bathroom items.
- Cleans swimming pool with vacuum.
- Washes beds and mattresses, and remakes beds after dismissal of hospital patients.
- Moves and arranges furniture, turns mattresses, hangs draperies, dusts venetian blinds, and polishes metalwork to ready hotel facilities for occupancy.
- Washes walls, ceiling, and woodwork.

Requirements:

May require a high school diploma or its equivalent with 0 – 2 years of experience or related area.

Reporting Relationship:

Works under immediate supervision or manager.

I have read the description of my professional responsibilities as an employee of GSN and agree to adhere to the standards described above.

Signature

Date