



### **Housekeeper/Laundry – Full Time**

The duties and responsibilities of a Housekeeper may include:

- Cleaning and arranging guest rooms
- Washing dirty bedding, clothing and linen
- Stocking and maintaining an inventory of housekeeping supplies
- Receiving visitors and showing guests around
- Dusting furniture or fixtures and polishing them
- Scrubbing and sanitizing showers, bathtubs, toilets, countertops and sinks
- Vacuuming and cleaning carpets, doormats and rugs
- Reporting breakages, damages and safety issues for repairs

### **Front Desk Receptionist - Full Time**

The duties and responsibilities of a Head Housekeeper may include:

- Maintain an inventory of vacancies, reservations and room Register arriving guests and assign rooms
- Answer enquiries regarding hotel services and registration by letter, by telephone and in person, provide information about services available in the community and respond to guests' complaints
- Compile and check daily record sheets, guest accounts, receipts and vouchers using computerized or manual systems
- Present statements of charges to departing guests and receive payment.

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