

## **JOB DESCRIPTION**

**Name of the position:** Housekeeping Attendant

**Organization unit:** Housekeeping Department

**Reports to:** Housekeeping Manager

### **Job description:**

- Cleaning and hygiene in the apartments in Portonovi Resort
- Cleaning of common areas, such as corridors, elevators, etc.
- Changing bed linen and making bed
- Replacing used towels and other bathroom amenities, such as shampoo and soap
- Vacuuming carpets
- Dusting and polishing furniture
- Cleaning of windows and glass surfaces
- Emptying trash containers and ashtrays to supervisors and managers.
- Update guest room status on the to-do list.
- Returning and restocking cleaning cart at shift end.
- Uses chemicals properly and with due care.
- Respects the work procedures of the Housekeeping Department.
- Respects the privacy of guests and employees to the maximum.
- Cleaning and hygiene of business offices in Portonovi Resort (offices, meeting rooms, hallways, toilets, canteens, entertainment space, locker rooms, etc.).
- Performs other duties as ordered by the superior

**Education:** Non-qualified workforce, III or IV level of education

### **Work experience:**

- Previous experience on jobs with similar responsibilities;