



HOUSEKEEPER – JOB DESCRIPTION

Position - Housekeeper:

Position Purpose:

The Housekeeper is responsible to the residents for insuring that they provide a clean and sanitary environment in all areas of StayCity Apartments.

Specific Responsibilities:

- Cleans dining areas, lounges, corridors, showers/baths, bathrooms, offices and other areas of the facility. Cleans beds, tables, windows, refrigerators, stoves, counters, lights, mirrors and other items required.
- Performs floor maintenance tasks to include, dust mopping, wet mopping, sweeping, and vacuuming.
- Empty wastebaskets and transport waste to disposal areas.
- May move furniture and equipment throughout the building in order to clean, help arrange furniture for residents or to set –up for meetings and special events.
- Replenishes supplies such as soap, paper towels and toilet paper.
- Changes bed lines, remove soiled linen to storage area.
- Keep storage areas and trolleys well-stocked, clean, and tidy.
- Replace light bulbs
- Replenish supplies such as drinking glasses, crockery, cutlery and saucepans from storage rooms to apartments.
- Request repair services, when necessary.
- Deliver ironing boards, irons, baby cots, and rollaway beds to guests' rooms.
- Hang curtains, and dust blinds

Job Specifications:

Hours:

Work hours shall remain flexible to meet the needs of the facility, its staff, and operations.

Knowledge:

Requires some knowledge of the housekeeping, usually the result of minimal training and/or experience. Ability to understand written and/or oral instructions. Ability to read and understand chemical and/or cleaning product label instructions.

Relations with Others:

Job role requires regular interaction with staff, other departments and residents. Requires courtesy and basic tact to maintain positive relationships.

Safety:

All employees are responsible for complying with facility safety policies and procedures and shall take the necessary measures to ensure a safe environment for oneself, co workers, patients/residents, and visitors.

Fluent English in both spoken and written form.

Rate of Pay: €8.65 per Hour.

Please apply for this position by sending a cv to lisa@staycity.com with a passport photo attached and contact telephone number. If you would like to post your application please send to Lisa Mc Laughlin, First Floor, 14-16 Lord Edward Street, Dublin 2.