



## Job Description: HOUSEKEEPER

Reporting to the Guesthouse office manager, the Housekeeper is responsible for ensuring high cleanliness standards playing a key role in a small team that is dedicated and committed to the philosophies, growth and prosperity of the Painted Turtle Guesthouse.

In your role as housekeeper, you are the first point of contact with the property on a daily basis and are therefore responsible for upholding the cleanliness of the Guesthouse by fulfilling the following duties:

- Monitoring and updating daily task checklist to ensure the cleanliness of Guesthouse so that it is a presentable, comfortable, and sanitary environment;
- Preparing guestrooms on a daily basis for great first-time guest impressions every time;
- Regular 'detailing' of guestrooms and other areas as scheduled or required;
- Cleaning all common areas to ensure they are presentable, sanitary, and trash free including washrooms, kitchen, pub;
- Washing, drying, folding, and storing all laundry to ensure an ample supply of clean linen;
- Monitoring, tracking and ordering adequate stock of supplies to ensure smooth, ongoing housekeeping;
- Hand-over and reporting to staff to ensure a seamless experience for guests;
- Adjustments and repairs to fixtures and fittings as required including, but not limited to changing light bulbs, adjusting blinds, bathroom fittings, etc;
- Recommending any additional maintenance required such as painting, repair work, renovations or replacement of furnishings & equipment. At times, you may be asked to assist with property maintenance subject to skills and capacity to do the job.
- Demonstrated awareness of and adherence to company policies & procedures.

For more details on How To Apply, please email: [stay@paintedturtle.ca](mailto:stay@paintedturtle.ca)