



TITANIC HOTEL
BELFAST

JOB DESCRIPTION

JOB TITLE: Housekeeping Assistant
DEPARTMENT: Housekeeping
RESPONSIBLE TO: Housekeeping Manager/ Supervisors

Job Purpose

To ensure that guests' bedrooms and corridors are serviced to Hotel and Company standards.

Main Responsibilities/Key Tasks

- To clean to standard allocated departure and occupied rooms as per rota.
- To, in accordance with your Supervisor, prepare and maintain a spring cleaning/special cleaning programme.
- To be responsible for the tidiness of your trolley at all times.
- To report to your Manager/Supervisor any maintenance faults as quickly as possible.
- To deal with any guests' requests as promptly as possible.
- To report all lost and found property to the Housekeeping Office immediately.
- To be responsible for Section keys whilst in your care.
- After completing allocated rooms section, corridor to be vacuumed and pictures dusted.
- In accordance with your Supervisor the Job of the Day to be adhered to.
- To develop and maintain good working relationships with all departments in the hotel.
- To attend all relevant training as and when required.
- To show willingness to take on additional responsibilities when necessary.
- Familiarise yourself with our Core Values TITANIC which link to the desired behaviours that we expect all our employees to display
- To have a thorough knowledge of and adherence to the law with regard to the following company regulations:
 - Fire regulations and procedures
 - Health and safety regulations
 - First aid procedures



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- To ensure that you comply with the company dress code at all times.
- To undertake special duties or work outside the normal daily/weekly routine but within the overall scope of the position at the request of your Supervisor/Line Manager.

The statements in this job description are intended to describe the essential nature and level of work being performed. They are not intended to be ALL responsibilities or qualifications of the job.

I confirm that I have read and agreed this Job Description explaining the main duties of my job.

Employee Name (print) _____

Employee Signature _____ Date _____