



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.