

**Job Title:** Housekeeping

**Reports To:** Reception Team & General Manager

**Job Purpose:**

To uphold the boutique nature of our hotel by ensuring the cleanliness of our rooms, apartments, residences, restaurant and office spaces.

**Duties & Responsibilities:**

Duties & Responsibilities Include:

- Stripping & making beds.
- Vacuuming & mopping.
- Cleaning bathrooms & toilets.
- Cleaning the restaurant floors and office floors.
- Polishing glass windows, mirrors and doors to maintain a streak free presentation.
- Wiping and tidying outdoor furniture to maintain a boutique presentation.
- Empty and wipe out ashtrays outside guests rooms.
- Regularly service rooms, apartments and residences, replacing all amenities towels and minibar.
- Remove rubbish from all bathrooms, bedrooms, apartments and residences.
- Ensuring your cleaning is thorough and the job is complete before starting to clean another room.
- Communicate to our reception team when amenities, mini bar, chemicals and other stock is running low, and an order is needed to be completed.
- Replace any missing cutlery, utensils, crockery to all rooms, apartments and residences.
- Replenish all mini bar items and advise reception of items used by guests.
- Communicate with reception team regarding any maintenance required.

**Qualifications:**

No former qualifications are required for this position. Previous experience with housekeeping and cleaning is preferred.

**Working Conditions:**

You will be required to work the occasional weekend shift. Public holiday work will also be available.

**Apply:** Send an email to [hello@the-charles.com](mailto:hello@the-charles.com) addressed to Jamie Pascoe, with your expression of interest in the position and a copy of your resume attached.