



POSITION TITLE: ASSISTANT HOUSEKEEPER

DEFINITION OF POSITION: The Assistant Housekeeper is responsible for carrying out duties cleaning and turnover of guest rooms, as directed by the Housekeeping Manager.

ORGANIZATION STRUCTURE: The Assistant Housekeeper is accountable to the Housekeeping Manager.

QUALIFICATIONS: High School. Ability to work well with people, take direction and have follow through. Good physical stamina. Understands oral and written instructions. One to two years of housekeeping experience. Able to work a flexible schedule that is determined by the scheduling of guests, 15-18 hours a week inclusive of some weekend days.

RESPONSIBILITIES:

- Contributes to the creation of a welcoming, compassionate, and caring environment for all colleagues and guests of Mercy by the Sea.
- Provides housekeeping services; tasks such as vacuuming, sweeping, emptying trash, dusting, mopping floors, cleaning guest rooms, changing bed linens.
- Works as a team member with housekeeping and maintenance staff.
- Responds to other housekeeping tasks as needed.
- Keeps the Housekeeper informed of housekeeping needs.

(Revised: March 2024)