

Housekeeper Job Description Template

Overview of Housekeeper

A housekeeper is an essential member of a household team, responsible for maintaining cleanliness and organization. They perform various tasks including cleaning, laundry, and organizing spaces to ensure a comfortable living environment. Housekeepers possess strong attention to detail, efficiently managing tasks such as vacuuming, dusting, and laundry. Their dedication to cleanliness creates a comfortable and hygienic environment conducive to relaxation and productivity.

What Does a Housekeeper Do?

Are you meticulous, organized, and passionate about creating a clean and inviting space? We are seeking a skilled Housekeeper to ensure our facilities look spotless and welcoming. In this role, you will be responsible for performing a variety of cleaning tasks, including dusting, vacuuming, and sanitizing surfaces. Your attention to detail and commitment to ensuring that all areas are kept neat, sanitized, and presentable. If you're someone who takes pride in creating a clean and comfortable space, and enjoys the satisfaction of a job well done, then this role is perfect for you!

Housekeeper Responsibilities and Roles

- ❖ Cleaning and maintaining the overall cleanliness of the house, including bedrooms, bathrooms, kitchen, living areas, and other designated areas.
- ❖ Dusting and polishing furniture, fixtures, and surfaces.
- ❖ Sweeping, mopping, and vacuuming floors.
- ❖ Changing bed linens and making beds.
- ❖ Washing, drying, and folding laundry.
- ❖ Ironing clothes and ensuring they are properly stored.
- ❖ sanitizing and cleaning bathroom, including sinks, showers, and bathtubs
- ❖ Stocking and replenishing toiletries and other supplies.
- ❖ Emptying trash and recycling bins.
- ❖ Cleaning and arranging kitchen counters, cabinets, and appliances
- ❖ Washing dishes and utensils.
- ❖ Helping to prepare and cook meals, if required.

- ❖ Maintaining a neat and organized pantry and refrigerator.
- ❖ Reporting any maintenance or repair issues to the homeowner or property manager.
- ❖ Ensuring the correct maintenance and storage of all cleaning equipment and supplies.
- ❖ Obeying regulations on health and safety when doing out.
- ❖ Providing excellent customer service and addressing any concerns or requests from the homeowner.
- ❖ Maintaining confidentiality and respecting the privacy of the homeowner and their property.
- ❖ Conducting activities from time to time, like picking up dry cleaning or groceries.
- ❖ Assisting with other household tasks as needed.

Housekeeper Skills and Requirements

- ❖ Capacity to carry out a range of cleaning duties successfully and efficiently.
- ❖ Knowledge of cleaning products and equipment.
- ❖ Attention to detail and thoroughness in cleaning.
- ❖ Ability to follow instructions and work independently.
- ❖ Time management skills to complete tasks within the allocated time.
- ❖ Physical endurance and strength to carry out heavy lifting and repetitive duties
- ❖ Good communication skills to interact with clients and understand their cleaning preferences.
- ❖ Flexibility to adjust easily to shifting responsibilities and schedules
- ❖ Trustworthiness and reliability to handle clients' personal belongings and maintain confidentiality.
- ❖ Basic math skills for managing inventory and supplies.
- ❖ Knowledge of safety procedures and ability to handle cleaning chemicals safely
- ❖ Ability to prioritize tasks and manage multiple cleaning assignments.
- ❖ Problem-solving skills to address any cleaning challenges or issues that may arise.
- ❖ Willingness to learn and improve cleaning techniques and stay updated on industry trends.

Pro Tip

While screening applicants and employees, deploying skill testing and competency-based valuation is crucial for a bias-free hiring process. Use Xobin to run end-to-end screening, assessment and AI-powered video interviews for this role and 1500+ other roles.