

## Job Description for VIR Housekeepers

The housekeeper is responsible for checking all blankets, mattress pads and pillows for cleanliness. Changing the sheets and making the beds. Dusting all furniture in the bedrooms and living areas including the inside of dresser drawers, headboards, pictures and knick-knacks. Checking the clock for correct time and making sure the alarm is not set. Cleaning all mirrors. Checking under the furniture and in all drawers for items that may have been left by the guest. Their duties also include cleaning the sinks, faucets, mirrors, counters, inside and outside of the commode, TV's and showers including shower curtains and/or doors. They also restock amenities and place fresh terry in all of the bathrooms. If the room has appliances and dishes, all appliances are cleaned and the dirty dishes are washed in the dish washer and returned to the cabinets. All trash is removed and new liners are placed in the trash cans. After the rooms are cleaned the housekeeper sweeps/vacuums and mops all floors. All door ways and entrances are swept after each room is completed. The housekeeper is also required to assist in the laundry area when needed. They keep all of the housekeeping closets stocked with the supplies needed. The housekeeper is required to report to work in appropriate attire and on time when scheduled to work.

Full detailed training will be provided for this position. The pay per hour is \$9.50 until the training is complete and will advance to \$10.00 per hour. Additional pay is available according to job performance and attendance.