

Part-Time Weekend Hotel Housekeeper

The Guest Rooms Housekeeping Staff at The Racquet Club of Philadelphia are customer service oriented and possess superior cleaning skills. This position is for both Saturday and Sunday between 7AM - 3:30AM. Bi-lingual in Spanish and English preferred.

The weekend housekeeper utilizes proficient communication with the Front Desk to complete a wide variety of responsibilities that are vital in ensuring member/guest satisfaction. The staff is supervised by the Front Desk Manager and General Manager.

Responsibilities:

- Thoroughly clean and restock the toiletries in the women's bathrooms on the basement level, lobby level, and 2nd floor.
- Thoroughly clean the women's locker room including the sinks, showers, and common areas. Restock the amenities including the towels, soap, refrigerator refreshments, and bathrobes. The Housekeeper is also responsible for cleaning the Massage Therapy room.
- Thoroughly clean the 13 Guest Rooms as needed based on availability:
 - o Clean bathtub, toilet, sink, walls, mirrors, tiles, counters, and floor surfaces using cloths, mops, sponges, brushes, and/or cleaning agents by extending arms over head, bending and stooping.
 - o Adhere to cleaning procedures and instructions for use of cleaning agents.
 - o Strip and make beds which may require lifting mattresses weighing a maximum of 50 lbs.
 - o Dust all furniture, pictures, drawers, window ledges, and shelves thoroughly.
 - o Push and pull vacuum throughout entire room and empty trash.
 - o Replenish amenities, linens, and supplies in guest room.
- Using the linen cart, take all dirty towels, linens, and robes to the sub-basement to be washed by the Laundry Attendant.
- Communicate with the Front Desk Manager when room supplies are needed such as soap, conditioner, shampoo, body lotion, vanity kits, sewing kits, mouthwash, etc.

ADDITIONAL DUTIES AS ASSIGNED BY THE GENERAL MANAGER.