

EMPLOYMENT JOB SPECIFICATION: HOUSEKEEPER

COSMO LODGE: 10553 Bern Crescent, Cosmo City Ext 9 & COSMO INN: 2155 Morocco St., Cosmo City Ext2

1. Requirements

- Matric
- Basic Computer literacy
- Nguni (Zulu, Xhosa, Ndebele etc.) speaking and English
- Preference would be given to candidates within the Cosmo City Area and Surroundings

2. Job key attributes

- Customer Service
- Receptionist
- Cleaner
- Finances and stock control
- Team player
- General Administration

3. Duties:

3.1 General duties of a housekeeper

- Lock or unlock the house securely.
- Empty and wash bins in all rooms and outside bin
- Tidy and dust all rooms including laundry, Bar etc
- Vacuum/dust carpets
- Clean guests, staff room and bath rooms
- Wash floor for laundry, bar, kitchen, passages, lounge, bathrooms and guests rooms
- Wipe around surface in the kitchen (stove, fridge and micro wave)
- Damp dust where appropriate
- To do bookings and answer phone calls
- Undertake any other duties as may be required from time to time.
- To ensure that a high level of cleanliness is maintained throughout the Lodge and Inn on a daily basis.
- To use cleaning materials appropriately and to inform line manager when stocks is low.
- Report to Line Manager any defects seen which are likely to affect security i.e. broken/cracked window, doors etc.
- To be aware of their responsibilities for Health & Safety of themselves and others.
- Check the guest room before the guest departs.
- Sell beverages and do stock takings
- Clean the yard
- Switch on and off the lights, generators, Jojo pumps etc.
- Prepare food at the kitchen for guests i.e. breakfast