

Job Description – Housekeeping

Job Summary

The Get Into Employment programme is a 6 weeks training opportunity for young people between the ages of 18-35 to build the relevant employability skills required to help them secure permanent job placements. We are currently looking to recruit housekeepers and cleaning staff to work across a number of hotels in Kumasi.

The role of the housekeeper is critical to ensuring the comfort and satisfaction of the hotel guests. The cleanliness of a hotel is one of the key selling factors and one of the main reasons that keep guests returning to and recommending the establishment to friends and family! Working as part of a great team you could play a critical role in ensuring excellent guest satisfaction and be proud each day of a job well done!

Responsibilities and duties *(Training will be given in all these areas)*

As a member of the housekeeping team, you will undertake a range of activities in a typical working day including:

- Cleaning guest bedrooms, bathrooms, and hotel-shared spaces
- Change and replenish bed linen, towels, and guest amenities.
- Stocking and maintaining an inventory of guest room supplies.
- Reporting breakages, damages, and safety issues for repairs

Qualifications

At least a WASSCE certificate.

Required skills and personal qualities.

You do not need any previous experience in this role but must have the following skills and personal qualities

- Ability to read and follow signs and written instructions in English
- Mature, responsible, and friendly manner, and a positive attitude
- Hard working and conscientious
- Physically fit to lift heavy objects and work while standing.
- Ability to adhere to hygiene and cleanliness standards set by management.
- Respect the privacy of guests.

Working hours

- Full-time, Permanent
- 40 hours per week over 5 days a week
- 8-hour shifts - working a mix of early and late shifts with weekend working a key part of the job.
- Typical shifts would be either 6.45am to 3.15pm and 2.45pm to 11.15pm

Locations

Persons living in communities around:

- KNUST to Ejisu areas
- Patasi, Ahodwo, Daban areas
- Kwadaso, Asuyeboah, Abuakwa areas