

Title:	Honeywell Housekeeping
Reports To:	Housekeeping Leadership
FLSA Status:	Nonexempt: Part-Time, Hourly

Overview:

The Honeywell Hospitality Housekeeping team member provides exceptional cleanliness, comfort, and presentation across guest rooms, public areas, laundry operations, and other assigned areas. Housekeeping team members may be assigned to a variety of cleaning, room care, laundry, setup, and guest support responsibilities based on operational needs, scheduled assignments, training, qualifications, and business requirements.

Regardless of assignment, Housekeeping team members are expected to maintain high standards of cleanliness, safety, organization, efficiency, and attention to detail while contributing to a welcoming and comfortable guest experience.

Essential Duties and Responsibilities (Note: Other duties may be assigned)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Maintain cleanliness, presentation, and overall condition of assigned guest rooms, public areas, laundry areas, and other designated spaces.
- Follow established housekeeping standards, procedures, checklists, training materials, and instructions for assigned areas and shifts.
- Complete assigned cleaning, servicing, laundry, setup, restocking, and reset duties efficiently and thoroughly.
- Maintain clean, organized, and sanitary work areas throughout the shift.
- Inspect assigned areas for cleanliness, maintenance concerns, safety issues, and proper operation of equipment and report concerns promptly to the appropriate supervisor.
- Respond promptly and courteously to guest questions, requests, and needs and communicate concerns to the appropriate supervisor.
- Work collaboratively with team members and assist other Housekeeping areas as operational needs arise.
- Follow all applicable safety, sanitation, chemical handling, equipment operation, and other operational requirements applicable to the assigned position.
- Properly use Honeywell property, equipment, supplies, and facilities and report damage, safety concerns, or maintenance needs.
- Maintain appropriate appearance and professional conduct consistent with Honeywell expectations.
- Demonstrate reliability, accountability, flexibility, and a willingness to learn.
- Attend required meetings, training, and development activities.

- Communicate effectively with supervisor and other team members regarding guest needs, room status, supplies, maintenance concerns, and operational needs.
- Support a positive guest experience by maintaining welcoming, clean, safe, and well-presented environments.
- Perform assigned responsibilities safely, efficiently, and professionally.
- Perform other duties as assigned based on operational and business needs.

Housekeeping Assignment Areas

Room Attendant: Cleans and prepares guest rooms, including check-out and stay-over rooms, maintains guest amenities and supplies, handles linens, responds to guest requests, and reports maintenance or safety concerns.

Public Areas Attendant: Maintains cleanliness and presentation of guest-facing and back-of-house public areas, including lobbies, corridors, restrooms, meeting spaces, stairwells, elevators, and entryways.

Laundry Attendant: Sorts, washes, dries, folds, organizes, and distributes linens and other laundry items; operates laundry equipment; maintains laundry areas and supplies including food and beverage table linen, kitchen towels and cleaning cloths, and uniforms and monitors linens for quality, damage, and replacement needs. Occasionally includes guests' personal laundry.

Responsibilities are subject to change and increase as the position evolves.

Knowledge, Skills and Abilities

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- **Adaptable and Eager to Learn:** Flexible in dynamic environments with a drive for continuous growth.
- **Strong Communication:** Skilled in delivering clear communication and in building relationships.
- **Time Management and Attention to Detail:** Efficiently prioritizes tasks and ensures high-quality results.
- **Customer-Centric:** Focuses on delivering exceptional customer experiences.
- **Results-Oriented:** Consistently achieves goals on time and within budget.

Education and/or Experience

High School Diploma or equivalent preferred, with 1–2 years of experience in hotel housekeeping, guest room cleaning, or related custodial services; or equivalent combination of education and experience.

Environment and Physical Demands

The physical demands described here are representative of those an individual must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Hotel, guest room, public area, laundry, and other hospitality environments.
- Frequent walking and standing; frequent bending, stooping, reaching, and other movement as required by the assignment.
- Occasionally lift up to 50 lbs., with the ability to push or pull more than 50 lbs. as required by the assignment.
- Ability to work effectively in a fast-paced environment and for extended periods as needed.
- Ability to communicate effectively with guests and team members and to perform tasks requiring visual, auditory, and manual dexterity.
- Ability to safely operate equipment and technology applicable to the assignment, including cleaning equipment, laundry equipment, carts, and other housekeeping equipment.
- Ability to safely work with cleaning chemicals and other products in accordance with established procedures.

Other Requirements

Position will require weekend hours.