

Name:

Date:

Housekeeping Employees

Instructions: Drag and drop the Housekeeping Employees who are responsible for performing the various task on the space provided that fits the correct description. [1 point each]

Executive Housekeeper	Floor Attendant	Floor Supervisor
Guestroom Attendant	Housekeeping Manager	Laundry Attendant
Public Space Cleaner	Turndown Attendant	Linen Room Attendant

- 1) Provides evening service to guest's bedding in preparation for a night's sleep while completing any additional cleaning in the guestroom_____
- 2) Provides linen supplies for room attendants, stocks floor closets, delivers and retrieves items requested by guests_____
- 3) Leads the Housekeeping Department to ensure all work performance is in accordance to the hotel's standard. Is Responsible for budget writing, coordinating, staffing, directing, controlling and evaluating_____
- 4) Responsible for cleaning all areas of the hotel except guestrooms_____
- 5) Inspects condition of linens, removes damaged linen from service and requests replacement items _____
- 6) Supervises, trains and inspects the job performance of assigned employees to ensure that all procedures are completed to the hotel's standards

- 7) Processes all dirty hotel bedding linens, terry and food and beverage table linens_____
- 8) Cleans guestrooms to the hotel's established standards of cleanliness, also reports any maintenance issues_____
- 9) Supervises, trains, and inspects the performance of room attendants, turndown attendants and floor attendants_____

