

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 _____

