

Position Announcement

Housekeeping Associate (Full-time)

HI-New York City

HI-New York City is Manhattan's premier hostel located in a historic Victorian-style building on the Upper West Side with over 600 beds. The hostel is in a great location for exploring the city and is only two blocks from Central Park, a 10 minute train ride to Times Square and close to a main subway line. We are seeking full-time Housekeeping Associates (day and night shift) to provide overall hostel cleanliness ensuring hostel sanitary standards for ultimate guest satisfaction.

Reports To: Housekeeping Manager

Responsibilities:

- Clean and prepare guest rooms, dorms, and bathrooms to trained standards.
- Mop and vacuum all floors and sweep hostel grounds daily.
- Perform laundry room functions by washing, sorting and folding items and ensuring rooms are properly equipped.
- Change and wash all bed linen, bedspreads, blankets and towels as needed.
- Wash and put away kitchen dishes and utensils.
- Clean and disinfect sink, toilet and tub-shower, restock soap and toilet paper and provide clean towels as needed.
- Wash windows and window coverings in all rooms as needed.
- Dust all counter tops, dresser tops and furniture as needed.
- Dust paintings and door jams in rooms and hallways as needed.
- Empty all trash cans and recycling on a daily basis and dispose of in designated areas.
- Report any broken items such as beds, chairs and fixtures to management.
- Assure all unnecessary lights are turned off as required.
- Light maintenance, kitchen maintenance, and grounds keeping as required by hostel.
- Maintain housekeeping supplies inventory.
- Perform other duties as assigned.

Requirements:

- High school diploma or GED
- Excellent communication skills
- Customer service and problem resolution skills
- Attention to detail
- Ability to multi-task
- Minimum six months of hostel or hotel experience preferred
- Must be willing to work evenings, weekends, and holidays as schedule requires

TO APPLY

Please submit a brief cover letter with your resume to hinewyork891@gmail.com referencing **Housekeeping** in the subject line of your email. No phone calls please.

HI USA is an Equal Opportunity Employer.