

Linda Harris

Housekeeper CV

AREAS OF EXPERTISE

Ironing

Cleaning

Infection control

Health & safety

COSHH regulations

Linen services

Guest satisfaction

PROFESSIONAL

Spanish speaker

First Aid Certificate

PERSONAL SKILLS

Well presented

Reliable

Achieving and Doing

PERSONAL DETAILS

Linda Harris
34 Made Up Road
Coventry
CV66 7RF

T: 02476 000 0000

M: 0887 222 9999

E: linda.h@dayjob.co.uk

DOB: 12/09/1985

Driving license: Yes

Nationality: British

PERSONAL SUMMARY

A well mannered, polite and hard working housekeeper with experience of overseeing the day-to-day operations of the housekeeping department to meet hotel standards & provide consistently seamless guest service. Having a proven ability to create a pleasant, safe, welcoming and clean environment for guests. Punctual, flexible and with an eye for detail and an ability to ensure a professional efficient and effective housekeeping service.

Currently looking for a suitable housekeeping that offers variety and the opportunity to develop both personally and professionally.

WORK EXPERIENCE

Hotel – Coventry

HOUSEKEEPER June 2008 - Present

Working as part of a team cleaning and re-setting rooms to deliver the best possible standards of cleanliness and hygiene. Reacting to guest requests positively and carry out any requests within reason.

Duties:

- Servicing bedrooms to the required standard, using cleaning materials / equipment.
- Supply & replace essential toiletries and breakfast items.
- Responsible for the housekeeping standards in the hotel, gym and spa.
- Providing an efficient and comprehensive housekeeping service.
- Ensuring that repairs are reported and carried out as quickly.
- Maintaining flowers in vases.
- Change & machine wash towels & Spanish-style bed sheets & also iron bed sheets.
- Completing daily and weekly cleaning schedules.
- Removing any broken or damaged furniture.
- Proactive reporting of all Health and Safety issues.
- Economical and safe use of housekeeping supplies and equipment.
- Informing guests of hotel facilities.
- Collection of food trays and returning them to the kitchen or food trolleys.
- Disposing of rubbish from rooms, taking it to the skip.
- Safeguarding all guest and hotel property.
- Managing materials costs & minimizing wastage.
- Maintaining an organised system for the storage & ordering of household materials.

KEY SKILLS AND COMPETENCIES

- Good knowledge of housekeeping processes & procedures.
- Excellent standards of hygiene and cleanliness.
- Capable of working to a very high standard and on own initiative.
- Experience of babysitting and dog walking.

ACADEMIC QUALIFICATIONS

NVQ Level 2 in cleaning

Nuneaton North College 2006 - 2008

A levels: Maths (A) English (B) Technology (B) Science (C)
Coventry School 2000 - 2006

REFERENCES – Available on request.

Copyright information - Please read

© This housekeeper [CV template](#) is the copyright of Dayjob Ltd August 2010. Jobseekers may download and use this CV example for their own personal use to help them create their own CVs. You are most welcome to link to this page or any other page on our site www.dayjob.com. However these CVs must not be distributed or made available on other websites without our prior permission. For any questions relating to the use of this CV template please email: info@dayjob.com.