

JOB DESCRIPTION

POSITION TITLE: UTILITY PERSONNEL / HOUSEKEEPER

REPORTING RELATIONSHIPS

ACCOUNTABLE TO: LAS CASAS GAMING INC.  
REPORTS TO: STEPHANIE JANE GUIAS

ROLE OVERVIEW:

The Housekeeper is responsible for maintaining a clean, sanitary, comfortable, and tidy environment for offices. The ideal candidate will have excellent attention to detail and a commitment to high standards of cleanliness and customer satisfaction.

KEY RESPONSIBILITIES:

- 1. Clean, dust, and polish furniture, fixtures, and fittings.
- 2. Sweep, and mop floors.
- 3. Wash windows, walls, and ceilings.
- 4. Empty and clean trash containers.
- 5. Dispose of waste in a sanitary manner.
- 6. Replenish supplies such as toiletries, towels, and cleaning products.
- 7. Keep inventory of cleaning supplies and report shortages to the supervisor.
- 8. Request repair services for damaged equipment and report maintenance issues.
- 9. Maintain confidentiality and respect employees' privacy.
- 10. Follow all safety and sanitation policies and procedures.
- 11. Report any safety hazards or maintenance issues to the supervisor.
- 12. Perform additional cleaning tasks as assigned by the supervisor.
- 13. Assist in maintaining the overall appearance and cleanliness of the facility.

QUALIFICATIONS AND SKILLS:

- High school diploma or equivalent preferred.
- Previous housekeeping or cleaning experience preferred
- Familiarity with cleaning supplies and equipment.
- Good physical stamina and ability to perform manual labor.
- Strong attention to detail and ability to follow instructions.
- Excellent time management and organizational skills.
- Ability to work independently and as part of a team.

Prepared by:

Approved by:

STEPHANIE JANE GUIAS

MARIA LORELIE URCIA

HR & Admin/ Legal Assistant

President

Reviewed by:

Received by:

MARIA CELERINA GALLARDO III

Vice President for Operations

Employee



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