



Las Casas Gaming, Inc.

7th Floor, Victoria Sports Tower EDSA,  
Kamuning Brgy, South Triangle, Quezon City

## 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:

**STEPHANIE JANE GUIAS**

HR & Admin/ Legal Assistant

Approved by:

**MARIA LORELIE URCIA**

President

Reviewed by:

**MARIA CELERINA GALLARDO III**

Vice President for Operations

Received by:

Employee



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