1. Completed pre-cleaning duties by setting up cleaning carts with fresh linens, cleaning supplies and requested guest supplies.
2. Removed bed sheets and towels from rooms and pre-treated stains to maintain and restore linen condition.
3. Completed laundry services with special attention to care instructions, including hand-washing and dry cleaning.
4. Used [Software] to update status of each guest room and record maintenance needs.
5. Provided laundering services for guests by washing, drying and hanging laundry.
6. Cleaned and stocked minibars with necessary beverages and supplies.
7. Engaged with guests on room requirements and amenities to promote overall satisfaction.
8. Placed orders for new inventory to guarantee availability of adequate cleaning supplies.
9. Slid beds, sofas and [Type] furniture aside to wipe down baseboards and remove dust and dirt from hard-to-reach areas.
10. Restocked room supplies such as facial tissues for personal touch with every job.
11. Swept, mopped, and vacuumed floors in [Number] rooms.
12. Performed rotation cleaning duties [Number] times per [Timeframe], including steam cleaning carpets and draperies.
13. Hand-dusted and wiped down office furniture, fixtures and window sills to keep areas clean and comfortable.
14. Operated [Equipment] and used chemicals by following all safety protocols and procedures to avoid burns and injuries.
15. Kept building entryway glass clean and polished for professional presentation.
16. Sanitized all kitchen surfaces, wiped down cabinets and swept and mopped floors
17. Stocked bathrooms with toilet paper, towels, and toiletries.
18. Replaced used towels and other bathroom amenities such as shampoo, toilet paper and soap.
19. Disposed of trash and recyclables each day to avoid waste buildup.
20. Trained new [Job title]s on all departmental procedures and provided assistance in finding necessary [Type] items and cleaning supplies.