

Housekeeping Job Performance Evaluation

Employee Name: _____

Job Title: Housekeeper

Evaluation Period: _____

Evaluator Name: _____

Date of Evaluation: _____

Performance Categories

1. Cleaning and Maintenance

Key Responsibilities:

- Maintain cleanliness in 4 bathhouses and a lodge with 2 bathhouses.
- Regularly clean and sanitize the exercise room, laundry room, commercial kitchen, and eating area seating up to 2000 guests.
- Ensure all areas are stocked with necessary supplies (toilet paper, soap, towels, etc.).

Performance Rating:

- Excellent
- Good
- Satisfactory
- Needs Improvement
- Unsatisfactory

Comments:

2. Attention to Detail

Key Responsibilities:

- Pay attention to details while cleaning, ensuring no areas are missed.
- Identify and report any damages or maintenance issues promptly.
- Maintain a high standard of hygiene in high-traffic areas such as the commercial kitchen and bathhouses.

Performance Rating:

- Excellent
- Good
- Satisfactory
- Needs Improvement
- Unsatisfactory

Comments:

3. Time Management and Efficiency

Key Responsibilities:

- Complete daily cleaning tasks efficiently and on time.
- Adhere to the schedule for deep cleaning and sanitization of specific areas.
- Minimize downtime while maintaining quality work.

Performance Rating:

- Excellent
- Good
- Satisfactory
- Needs Improvement
- Unsatisfactory

Comments:

4. Professionalism and Communication

Key Responsibilities:

- Exhibit professionalism while interacting with residents, guests, and other staff.
- Communicate effectively with supervisors regarding needs or issues.
- Respond promptly to special cleaning requests or emergencies.

Performance Rating:

- Excellent
- Good
- Satisfactory
- Needs Improvement
- Unsatisfactory

Comments:

5. Adherence to Policies and Procedures

Key Responsibilities:

- Follow all safety guidelines and cleaning protocols.
- Use cleaning supplies and equipment appropriately to prevent misuse or damage.
- Maintain confidentiality regarding HOA and resident information.

Performance Rating:

- Excellent
- Good
- Satisfactory
- Needs Improvement
- Unsatisfactory

Comments:

Overall Performance

- Excellent
- Good
- Satisfactory
- Needs Improvement
- Unsatisfactory

Summary Comments:

Employee Signature: _____

Date: _____

Evaluator Signature: _____

Date: _____