



JOB DESCRIPTION

ROOM ATTENDANT

RESPONSIBILITIES:

- Provide turndown service to required guestrooms in accordance with established standards.
- Clean remaining unmade rooms per standards as directed. May be required to refresh others and/or replenish supplies.
- Serve as runner to guestrooms to deliver items as requested by the guests.
- Maintain work area, tools and equipment in a clean, organized and safe condition.
- Report any service discrepancies to the appropriate manager or supervisor to resolve where possible.
- Report any safety or security discrepancies to the appropriate manager or supervisor.
- Perform other duties as requested, such as cleaning unexpected spills and executing special guest requests.
- Assist other housekeeping employees in maintaining clean and organized work and public areas.
- In addition, attendance at all scheduled training sessions and meetings is required.

QUALIFICATIONS:

- Must be able to speak, read, write and understand English. Requires good communication skills, both verbal and written.
- Must feel comfortable in speaking with guests and capable of helping them with information.
- Must possess basic computer skills and knowledge.
- A working knowledge of applicable sanitation standards.
- Must project a confident attitude and friendly personality.
- Must be able to stand and exert well-paced mobility for up to 4 hours in length and be able to lift up to 50 lbs. on a regular and continuing basis.
- Must be able to push and pull carts and equipment weighing up to 250 lbs. on a regular and continuous basis.
- Must be able to bend, stoop, squat, and stretch to fulfill cleaning tasks
- Must be able to exert well-paced ability to reach different floors of the hotel on a timely basis
- Requires manual dexterity to use and operate all necessary equipment.