



Job Description

Room Attendant

A room attendant is responsible for the cleanliness and overall appearance of hotel rooms in a fast pace work environment. Starting time is 9am Monday - Thursday & 9:30am on Saturday & Sunday.

Job functions include:

- ❖ Vacuuming and/or sweeping carpets and floors
- ❖ Mopping floors as needed
- ❖ Dusting, brushing, polishing and /or vacuuming furniture
- ❖ Dusting and cleaning room decorations, appliances and structural surfaces (wall fixtures, window sills, and vents)
- ❖ Cleaning showers, tubs, sinks and bathroom items
- ❖ Making beds according to hotel standards
- ❖ Removing used guest amenities and trash
- ❖ Replenishing guest amenities and supplies
- ❖ Inspecting rooms for safety hazards and for the operating conditions of equipment
- ❖ Checking for damaged linens
- ❖ Reporting lost and found articles, maintenance problems, or special room problems (pets in the room, smoking in a non-smoking room, etc.) to a supervisor
- ❖ Maintaining storage rooms and stock cart
- ❖ Emptying linen from dirty laundry cart down laundry chute.
- ❖ Recording room status on work assignment sheets
- ❖ Providing information to guests about hotel services, facilities and other amenities
- ❖ Providing information to guests about local attractions/services
- ❖ Preparing rooms for guest arrival and responding to special guest requests, such as delivering rollaways or cleaning a spill
- ❖ Meeting hotel standards for guest service and work habits
- ❖ Greet Hotel Guests as they are encountered
- ❖ Other duties as assigned