



Job Description: Room Attendant

Immediate Supervisor: Executive Housekeeper

SUMMARY: Maintains hotel premises in clean and orderly manner by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned by a manager or supervisor as needed..

- Collects soiled linens for laundry and receives/stores linen supplies in linen closet.
- Cleans rooms, hallways, lobbies, lounges, rest rooms, corridors, elevators, stairways, locker rooms, and other work areas.
- Sweeps, scrubs, waxes, and polishes floor.
- Cleans rugs, carpets, and upholstered furniture.
- Washes walls, ceiling, and woodwork. Washes windows, door panels, and sills.
- Empties wastebaskets.
- Replenishes guest and bathroom supplies.
- Reports any maintenance related problems to the maintenance department through proper communication channels.
- Rotates mattresses on a quarterly basis.
- Proper uniform and name tag worn at all times.
- Proper organizational skills displayed when stocking cart and timeliness of cart stocking after completing rooms.
- Interacts with internal and external customers in a positive, professional and accommodating manner.
- Associate will assume the responsibility of maintaining the storerooms in a clean, neat, and organized state.
- Associate must display a team attitude and assist co-workers when the need arises.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be available to work shifts required for open position.
- Must have exceptional customer service skills
- Demonstrated ability to perform multiple tasks in a busy environment and remain flexible
- Ability to work well in a team environment



PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The associate must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an associate encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the associate is frequently exposed to set and/or humid conditions. The associate occasionally works near moving mechanical parts.

The noise level in the work environment is usually moderate.

I HAVE READ AND UNDERSTAND THE POSITION DESCRIPTION INFORMATION AND HEREBY STATE THAT I CAN PREFORM THE ESSENTIAL FUNCTIONS OF THE JOB WITH OR WITHOUT REASONABLE ACCOMMODATION.

Print name

Signature

Date