



## Job Description – Room Attendant

**Reports To:** Head Housekeeper

**Requirements:** Carrying or lifting items weighing up to 50 pounds  
Pulling and pushing up to 150 pounds  
Frequent standing up and moving  
Frequently bending, stooping and kneeling  
Willing to work on weekends, and/or holidays

### General Responsibilities

- To clean guest rooms and suites in a timely and thorough manner.
- Demonstrate attention to detail and exhibit cooperation to work as a team.
- May assist with other duties as assigned.

### Specific Responsibilities:

- Clean guest rooms and public area in a timely and thorough manner.
- Clean and service assigned rooms according to standards and procedures. This includes making beds, dusting, vacuuming, cleaning and sanitizing, removing trash, etc.
- Replenish guest rooms and baths with amenities, supplies, linen and terry in accordance to hotel
- Notify supervisor when service is complete.
- Report to supervisor for repairs or unsafe condition or deficiencies in the rooms.
- May regularly assist with deep cleaning projects.
- Ensure all chemicals are labeled.
- Be able to work as laundry attendant if required.
- Report, turn in, and/or log all lost and found items according to procedures.
- Ensure safe working environment when working with cleaning chemicals.
- Assist with laundry and restocking carts.
- Monitor and control supplies and amenities, and minimize waste within all areas of housekeeping.
- Ensure proper appearance of all areas of the hotel.
- Notify supervisor of any guest complaints.
- Promote teamwork and quality service through daily communication and coordination with other departments.



FINE HOSPITALITY  
GROUP

**Optimum Attributes:**

- ❑ Communication skills
- ❑ Customer service skills
- ❑ Well groomed and professional appearance
- ❑ Self-motivated
- ❑ Good team player
- ❑ Detail oriented