

Available Position: Hotel Room Attendant

Hiring Department: Hotel

Duties of Position:

Stock supply cart with cleaning supplies needed for shift; Clean guest rooms, which includes but is not limited to stripping and making the beds, emptying trash, cleaning mirrors, dusting furniture and fixtures and cleaning bathrooms; Replenish guest rooms and baths with amenities, supplies and linen and towels; Inspect room for repairs or fixtures that are not working properly; Report request for repairs or maintenance to supervisor; After completion of each room, report room status to front desk; After completion of allotted number of rooms, store cart and supplies and empty trash.

Qualifications: Knowledge of principles and processes for providing customer service; to perform this job successfully, an individual must be able to perform each essential duty satisfactorily.