



Position	Division	Department	Payroll Status	Start Date	End Date
HOUSE ATTENDANT	ROOMS	HOUSKEEPING	Full Time	now hiring	REGULAR

POSITION SUMMARY: Ensure all areas of Hotel guest rooms are clean and maintained according to the standards set down by the hotel, thereby contributing to a pleasant, positive guest experience.

ESSENTIAL JOB FUNCTIONS:

Perform general cleaning duties in Hotel as follows:

- Responsible for supplying and furnishing maids closet linens and amenities for guest rooms including:
 - Maintain cleanliness of maids closet
 - Responsible for pick up of dirty linen from maids cart
 - Responsible for furnishing clean linen throughout day
 - Maintain cleanliness of all trash chute rooms
 - Maintain cleanliness of glass doors and windows
 - Maintain cleanliness of Vending /Ice room
 - Maintain cleanliness of hallways of Hotel and stairwells (Vacuum/carpet exaction)
 - Maintain cleanliness of all hallway lamps, i.e., sconces and ceiling lamp
 - Maintain cleanliness of elevators
 - Maintain cleanliness of hallway telephone and furnish with supply
- Support Room Attendant by cleaning and stripping guest rooms
- Perform Guest Request throughout day
- Ensure work area is clean when finished
- Responsible for being knowledgeable about the hotel
- Maintain at all times a neat and clean professional appearance

REQUIREMENTS:

- Use hands to lift, carry or pull objects that may be heavy.
- Understand simple instructions.
- Learn simple procedures and techniques.
- Perform routine work or the same task over and over again.

PHYSICAL DEMANDS: Light work: Exerting up to 20 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time), and/or up to 10 pounds of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time), and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Requires walking or standing to a significant degree, or requires sitting most of the time but entails pushing and/or pulling of arm or leg controls, or requires working at a production rate pace entailing the constant pushing and or pulling of materials even though the weight of those materials is negligible.

QUALIFICATIONS:

- Must be at least 18 years of age or older.

