

Hotel Teatro Position Description

Position: Room Attendant	Department: Rooms Division
Status: Non-Exempt	Reports to: Housekeeping Manager

Position Summary:

The primary responsibility of the room attendant is to clean guest rooms in compliance with S-diamond standards. Rooms may be occupied or vacant and must be cleaned consistently well.

Essential Functions of the Job:

- Properly uses cleaning chemicals/equipment with adequate training.
- Responsible for the safety and proper handling of equipment.
- Changes bed linens every day.
- Cleans bathrooms/living areas everyday, according to standards.
- Keeps linen closets neat and orderly.
- Carefully keeps track of room status on daily room assignment board.
- Attends and contribute input to departmental meetings.
- Communicates effectively and immediately any situations which may require management assistance. This may include employee-related issues as well as guest issues.
- Assists in maintenance and cleanliness of departmental areas.
- Handles equipment properly as trained, minimizing waste, breakage and misuse.
- Alerts supervisor when items are missing or in poor/unsatisfactory condition.
- Provides input on improving operations.
- Maintains professional appearance and conduct at all times.
- Demonstrates working knowledge of safety and fire procedures.
- Reports maintenance issues on appropriate forms as necessary.
- Completes work independently with minimal supervision and within allotted time frame.

Additional Job Duties:

- Complete tasks and projects delegated by your manager and assist other departments as business volumes and staff levels demand
- Reports to work as scheduled according to the needs of the hotel, including weekends, holidays and/or flexible hours in a neatly groomed and acceptable manner, as outlined in the employee handbook.
- Report to shift on time.
- Enforces and complies with all policies and procedures of Hotel Teatro

Physical Requirements:

- Extensive walking & ability to be on your feet for 8 hours.
- Ability to push/pull/lift up to 50 pounds.
- Standing, sitting, bending, and stooping required
- Able to properly use cleaning chemicals/equipment with adequate training.

Education, Experience, Skills:

- None necessary; high school diploma or equivalent preferred.
- Must be honest, friendly and able to work with minimal supervision.
- Ability to work with others.
- Must be able to communicate with guests and employees.

Employee's Signature

Date

Manager's Signature

Date

HR Initials