

## **Job Description**

### **JOB TITLE:**

Room Attendant

### **POSITION SUMMARY:**

This position is responsible for cleaning guest rooms and bath in accordance with Company standards for quantity, cleanliness, guest satisfaction, and safety and security.

### **ESSENTIAL JOB FUNCTIONS**

Work Objectives:

- Stock supply cart and use the amount of supplies that are in accordance with standards.
- Maintain cleanliness and organization of supply cart and storerooms.
- Clean guest rooms, which includes but is not limited to, removing dirty sheets, and making the bed, gathering, and emptying trash, cleaning mirrors, dusting furniture and fixtures and vacuuming.
- Clean guest baths, which includes, but is not limited to, cleaning bath fixtures, commodes, showers/tubs, floors, wall, and mirrors.
- Replenish guest rooms and baths with amenities, supplies, and linen and terry in accordance with standards.
- Inspect room for repairs or fixtures that are not working properly. Report request for repairs to supervisor or maintenance department in accordance with hotel procedures.
- Inspect guest rooms and baths to assure quality standards have been achieved.
- After cleaning each guest room and bath, report room status to front desk in accordance with hotel procedures.
- Achieve productivity and quality room and bath cleanliness standards by following established room cleaning process.
- After cleaning guest rooms and baths, store cart and supplies and empty trash and dirty linen/terry in accordance with hotel procedures.
- Perform other duties as assigned.

## Guest Satisfaction

- Announce presence and enter guest rooms in accordance with standards and procedures.
- Smile, acknowledge and greet guest in rooms and/or in passing in hallways and other public areas.
- Respond to guest's request for additional supplies such as extra towels, etc.

## Teamwork

- Be available to work a flexible schedule.
- Assist employees in other departments with various assignments, such as assisting with breakfast and laundry.

## Safety and Security

- Perform duties in accordance with Safety and Security Policies and Procedures.
- Perform duties in accordance with OSHA, HAZCOM and Blood Borne Pathogens regulations and other applicable state and local regulations.
- Report and store lost-and-found items in accordance with hotel procedures.

**If you want to join a fun and professional environment, please respond to this listing, or apply in person at:**

**Holiday Inn Express & Suites  
181 Carmichael Road  
Hudson, WI 54016**