



Room Attendant
Position Description

Position Title: Room Attendant

Reports to: Director of Housekeeping

Position Summary: Responsible for the maintenance and cleaning of the club's guest rooms.

Essential Functions:

- Strips and remakes the beds with fresh linen.
- Replenishes supplies, such as drinking glasses, towels, and stationary supplies.
- Cleans rooms, hallways, lobbies, lounges, restrooms, corridors, elevators, stairways, and locker rooms and other areas.
- Cleans rugs, carpets, upholstered furniture, and draperies, using vacuum cleaner.
- Dusts furniture and equipment.
- Polishes metal work, such as fixtures and fittings.
- Washes walls, ceilings and woodwork.
- Washes windows, door panels and sills.
- Empties waste baskets; transports trash and waste to disposal area.
- Replenishes bathroom supplies in guest rooms.
- Replaces all light bulbs.
- Stocks room attendant cart and hand caddy.
- Abides by key control policies and Lost and Found procedures.
- Abides by regulations set forth by the material safety data sheets when using chemicals.
- Performs all other duties as assigned by employer.

Qualifications and Skills:

Education: Any combination of education and experience equivalent to graduation from high school or that provides the required knowledge skills and abilities.

Experience: Prior Housekeeping/Room Attendant experience is a plus.

Additional Skills: A personable and professional demeanor is required; must be able to read and comprehend instructions, perform routine work or the same task repeatedly. The physical demands for this position require the person to perform standing, bending, reaching, walking, pushing, pulling, lifting and carrying motions frequently.