



Room Attendant

Department

Housekeeping

Supervisor: Executive Housekeeper, Front Office Manager, General Manager

Job Summary

To maintain a clean and appealing guest room according to policy standards.

Duties and Responsibilities

General

1. Change bed linen daily.
2. Vacuum carpeting.
3. Dust all furniture (picture frames, bed frames, lamps, TVs, dressers).
4. Remove fingerprints and smudges (ex. mirrors, shiny surfaces, windows, etc).
5. Thoroughly clean the bathroom area - wash shower stall, sink, floor, toilet, etc.
6. Make sure that the standard room set-up is complied with.
7. Report immediately all damage found in a room.
8. Report immediately all missing items in room. Report immediately personal guest items found in vacant rooms.
9. Notify Executive Housekeeper of all rollaways or cribs in rooms for pick-up and storage.
10. Take responsibility for pass key and make sure it is turned in daily.
11. Turn in immediately all "lost and found" items to Executive Housekeeper.
12. Report immediately to the Executive Housekeeper:
 - o No luggage
 - o No service needed.
 - o Sleep outs.
 - o Extra guests.
 - o Anything unusual.
13. Shut off all lights, TVs and air conditioners when leaving room..
14. Assist housekeeper in any additional cleaning chores she may assign.

Acknowledgement

As an employee of Crown Hotel and Travel Management, I acknowledge that I have accepted the position outlined in the above job description. Any violations may be considered grounds for disciplinary action up to and including suspension, pending investigation, and possible termination.

Print Name (Employee)

Signature (Employee)

Date

FOM/General Manager

Signature

Date