

# Employee Requisition Form

**Position to Be Filled:** Guest Room Attendant – part time

**Purpose:** Responsible for achieving and maintaining an exceptional standard of cleanliness throughout the guest rooms of the Hotel.

**Required Qualifications / Essential Duties:**

- Vacuums, sweeps, mops, and cleans carpet in guests room
- Scrubs, disinfects and deodorizes bathtubs / showers, toilets, wash basins, wastebaskets, tile and other bathroom and / or vanity fixtures and furnishings in the guest rooms.
- Dusts, brushes, polishes, cleans and vacuums furniture, glass, mirrors, curtains, framed pictures, appliances and other structural fixtures and furnishings in guests rooms.
- Removes trash and debris from guests rooms
- Strips beds, collects dirty linens, and makes beds with fresh linens
- Replenishes linens, amenities and other supplies in guests' rooms.
- Routinely inspects guest rooms for maintenance needs such as burned-out light bulbs, plumbing or electrical problems, carpentry needs, or other special problems and reports it to the Housekeeping office for proper resolution.
- High School Diploma or GED required
- Minimum of six months prior Housekeeping experience preferably in a Hotel environment required.
- Must be able to move 50 pounds on a regular basis.

**Reports To:** Inspector

**Starting Rate of Pay:** D.O.E

**Approximate Hours:** less than 26 / week

**Date Needed:** ASAP

**Filling Deadline:** Open Until Filled

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Recruitment Representative  
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Date Posted