



Employee Requisition Form

Position to Be Filled: Guest Room Attendant

Purpose: Provide exemplary customer service to the Guests of the Tachi Palace Casino Resort by maintaining an exceptional standard of cleanliness throughout the guest rooms of the Hotel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- *Vacuums, sweeps, mops, and cleans carpet and flooring in guest rooms.*
- *Scrubs, disinfects, and deodorizes bathtubs/showers, toilets, wash basins, wastebaskets, bathroom and/or vanity fixtures and furnishings in guest rooms.*
- *Dusts, brushes, polishes, cleans, and vacuums furniture, glass, mirrors, curtains, framed pictures, appliances and other structural fixtures and furnishings in guest rooms.*
- *Removes trash and debris from guest rooms.*
- *Strips beds, collects dirty linens, and makes beds with fresh linens.*
- *Replenishes linens, amenities, and other supplies in guest rooms.*
- *Reports items found in guest rooms to Lead Housekeeper; properly tags Lost & Found items and delivers them to the Housekeeping Office, for storage*
- *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.*
- *Accepts responsibility for a "Pass Key" during assigned shift; turns "Pass Key" into appropriate person at end of shift.*
- *Ensure compliance with all Human Resources policies and procedures, promoting an environment that treats all people with respect and prohibits discrimination and harassment of any kind.*
- *Ensure compliance with all safety, health, and environmental policies, procedures, and regulations within the department.*
- *High school diploma or general education degree (GED) required.*
- *Minimum of six (6) months prior Housekeeping experience, preferably in a Hotel environment, required.*
- *Any other duties as assigned.*

Reports To:	Housekeeping Supervisor
Starting Rate of Pay:	D.O.E
Approximate Hours:	FT/PT
Filling Deadline:	Open Until Filled

