



## *Employee Requisition Form*

**Position to Be Filled:** Guest Room Attendant

**Purpose:** Responsible for 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, tile, and other 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 Head Housekeeper 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.

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

