



Employee Requisition Form

Position to Be Filled: Housekeeping Attendant

Responsible of Providing exemplary customer service to the Guests of the Tachi Palace Casino Resort by maintaining the overall cleanliness of the Hotel and all other public spaces and guest rooms and back of house operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responds to guests' requests, complaints, or inquiries courteously and promptly.
• Uses cleaning chemicals and PPE as necessary to clean assigned areas to standard.
• Uses floor care machines and all provided equipment to clean all soft floor and hard floor areas in guest rooms.
• Routinely inspects and cleans public areas, including restrooms, elevators, and front entrance, performing janitorial duties as necessary to keep the areas clean and free of debris thoroughly in compliance with safety guidelines and company policies and procedures.
• Vacuum, sweep, mop, scrub, disinfect, deodorize, dust, polish glass, mirrors and other structural fixtures and furnishings in assigned areas and guest rooms.
• Strip beds, collects dirty linens, and makes beds with fresh linens, removes trash and debris, replenishes linens, amenities, and other supplies in guest rooms.
• Routinely inspects guest rooms for maintenance needs, such as burned-out light bulbs, plumbing or electrical problems, carpentry needs, or other special issues and reports it to the Housekeeping Office for proper resolution.
• Use industrial laundry equipment to distribute and provide clean sheets, pillowcases, blankets, bedspreads, table linens, guest towels and pool/spa towels.
• Works with outside laundry vendor(s) for a smooth and efficient operation.
• Participates in all housekeeping linen inventories and makes a physical count of all linen. Inventories storage areas and maintains written records for inventory control purposes, compares inventories to office records and reports for accuracy.
• Ensures prompt maintenance and repair of Hotel equipment by reporting all maintenance requests to the appropriate person in a timely manner.
• Performs other special projects as deemed necessary by the Housekeeping Manager.
• Ensure compliance with all safety, health, and environmental policies, procedures, and regulations within the department.
• Any other duties as assigned.

Reports To: Housekeeping Supervisor
Approximate Hours: Full time
Filling Deadline: Open Until Filled

