

Hotel Teatro Position Description

Position: PM Houseman	Department: Rooms Division
Status: Non-Exempt	Reports to: Hotel Manager

Position Summary:

The house attendant provides general assistance to the room attendants while on guestroom floors by stocking linen closets, vacuuming floors, and keeping hallways clean. The house attendant position is also responsible for setting up and maintaining banquet rooms and conducting inventories of housekeeping items.

Essential Functions of the Job:

- Evenly distributes linen to guest floors.
- Maintains hallway cleanliness-dusts ledges, polishes.
- Vacuum restaurant mezzanines when the restaurants close.
- Wipe down bar area on restaurant mezzanines when the restaurants close.
- Sweep and mop both restaurants when the restaurants close.
- Empty trash from back office, lobby and bell stand at the end of the night.
- Cleans bathroom floors using Grout Hog machine and brushes as needed.
- Extracts carpets as needed.
- Removes trash from linen closets
- Distributes amenities to housekeeping closets nightly.
- Sets up and maintain banquet/meeting rooms:
 - Read resumes and set rooms accordingly.
 - Place/ replace table cloths as needed.
 - Keep meeting room floors clean.
- Responsible for the safe and proper handling of equipment, minimizing breakage, waste and misuse.
- Communicates immediately with supervisor regarding guest needs (requests for service, vacant rooms needed for incoming guests, requests for pillows, rollaways etc.).
- Communicates effectively and immediately to supervisor any situations which may require management assistance. This may include employee-related issues as well as guest issues.
- Assists in maintenance and cleanliness of departmental areas.
- Makes suggestions to management regarding improvements in operations.
- Attends and provides input at departmental meetings.
- Alerts departmental manager when items are missing or in poor/unsatisfactory condition.
- Maintains professional appearance and conduct at all times.
- Demonstrates working knowledge of safety and fire procedures.
- Reports maintenance issues on appropriate forms as necessary.
- Ensures guest rooms, public areas, and heart-of-house areas are in good, clean, working condition.
- Assists in lobby cleanliness as needed.
- Works independently with minimal supervision.

Additional Job Duties:

- Complete tasks and projects delegated by your manager and assist other departments as business volumes and staff levels demand
- Reports to work as scheduled according to the needs of the hotel, including weekends, holidays and/or flexible hours in a neatly groomed and acceptable manner, as outlined in the employee handbook.
- Report to shift on time.
- Enforces and complies with all policies and procedures of Hotel Teatro

Physical Requirements:

- Extensive walking & ability to be on your feet for 8 hours.
- Ability to push/pull/lift up to 100 pounds.
- Ability to perform physically demanding cleaning projects for full shift.
- Standing, sitting, bending, and stooping required
- Able to properly use cleaning chemicals/equipment with adequate training.

Education, Experience, Skills:

- High school diploma or equivalent preferred.
- Must be able to work with minimal supervision.
- Ability to work with others.
- Must be able to communicate with guests and employees.

Employee's Signature

Date

Manager's Signature

Date

HR Initials