

HOTEL TEATRO

Position Description

Position: Room Attendant	Department: Housekeeping
Status: Non-Exempt	Reports to: Hotel Manager

Summary: The primary responsibility of the room attendant is to clean guest rooms in compliance with 5-diamond standards. Rooms may be occupied or vacant and must be cleaned consistently well.

Essential Job Functions

- Properly uses cleaning chemicals/equipment with adequate training.
- Responsible for the safety and proper handling of equipment.
- Changes bed linens every day.
- Cleans bathrooms/living areas according to standards.
- Keeps linen closets neat and orderly.
- Carefully keeps track of room status on daily room assignment board.
- Attends and contribute input to departmental meetings.
- Communicates effectively and immediately 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.
- Handles equipment properly as trained, minimizing waste, breakage and misuse.
- Alerts supervisor when items are missing or in poor/unsatisfactory condition.
- Provides input on improving operations.
- Maintains professional appearance and conduct at all times.
- Demonstrates working knowledge of safety and fire procedures.
- Reports maintenance issues on appropriate forms as necessary.
- Completes work independently with minimal supervision and within allotted time frame.
- Other duties as requested by supervisor

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

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

KNOWLEDGE, SKILLS AND ABILITIES NEEDED FOR POSITION: (specify whether required or preferred):

Area	Comments	Required:	Preferred:
Education:	High school diploma or equivalent	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Previous Work Experience:	3 - 6 months related experience and/or training	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Language Ability:	English	<input checked="" type="checkbox"/>	<input type="checkbox"/>

PHYSICAL REQUIREMENTS: How much on the job time is spent performing the following physical activities? Does the job require weight to be lifted, carried, or force be exerted? If so, how much and how often?

Activity	Never, Rarely, Occasionally, Frequently	Lifting Weight	Never, Rarely, Occasionally, Frequently
Standing	Frequently	Up to 20 pounds	Frequently
Walking	Frequently	Up to 25 pounds	Sometimes
Sitting	Occasionally	Up to 50 pounds	Rarely
Using hands to finger & feel	Frequently	Up to 100 pounds	Rarely
Reaching with hands and arms	Frequently	More than 100 pounds	Rarely with assistance
Climbing or Balancing	Rarely	Other: May be subject to occasional outdoor weather conditions, moderate noise levels and long periods of standing.	
Stooping, Kneeling, Crouching Crawling	Frequently		
Talking or Hearing	Frequently		
Tasting or Smelling	Never		

Vision Requirements:

Close Vision Distance Vision: Color Vision
 Peripheral Vision: Depth Perception: Ability to adjust focus

SCHEDULING

Holidays/Weekends/Evenings: Must be able to work holidays, weekends and evenings on a regular basis.

I am signing that I have received a copy of my job description and understand that it is not an exhaustive list of my job duties. I will notify my manager if there is something I do not understand or if I need additional training on any aspect of my job.

Associate Signature

Date

Associate Printed Name

Human Resources Signature

Date