



Miyako Hotel Job Description

Job Title: Room Attendant
Department: Housekeeping
Reports To: Floor Inspector
FLSA Status: Non-Exempt
Prepared By: Housekeeping Manager
Prepared Date: May 2015
General Manager's Approval:
Approved Date:

SUMMARY

The room attendant is responsible for maintaining clean rooms by completing assignments in an efficient and orderly manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Makes up guest beds.
- Dusts furniture.
- Cleans light bulbs, television and telephones.
- Dusts wall pictures.
- Cleans wall mirrors.
- Spot cleans bedroom walls.
- Cleans window glass and tracks.
- Cleans balcony
- Clean baseboards
- Cleans bathrooms, toilets, ceiling vents and sink bowls.
- Replenish amenities
- Washes bathroom walls and bathtubs.
- Cleans bathroom wall mirrors and light fixtures.
- Washes bathroom floors and refrigerators.
- Clean shower glass/ change shower curtains
- Spot cleans bathroom doors and frames.
- Reports maintenance problems to Housekeeping office.
- Makes sure room is properly cleaned before moving on to next room assignment.
- Completes daily assignments
- Cleans the truck before shift is over.
- Reports to Housekeeping office any items that are missing from rooms or any items that are damaged.
- Places items left behind by a departing guest in an envelope and takes them to the Housekeeping office.
- Maintains current knowledge of Hotel Safety and Evacuation Plan.
- Supports and implements Miyako Hotel Superior Unique Guest Service Standards.
- Understands and follows Hotel-wide and Local Department Standard Operating Procedures.
- Reports to station, uniformed ready to work at the time tour of duty is scheduled to begin.
- Knows and understands the hotel policy that regular attendance and punctuality is expected of all employees.
- Follows all health, safety and hotel rules and regulations as outlined in the Employee Handbook.

- Attends daily, weekly and monthly meetings as required.
- Promotes teamwork within department and among all hotel staff.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

None are required.

OTHER SKILLS AND ABILITIES**OTHER QUALIFICATIONS**

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to taste or smell. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Able to complete daily assignment of 17 rooms as required. Within 8 hours.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

EQUIPMENT

- Metal room attendant trucks
- Vacuum Cleaner

SAFETY EQUIPMENT

- Gloves
- Eye Goggles
- Safety Belt
- Dust Mask
- Safety Shoes

Print: _____

Date: _____

Signature: _____