

The Arlington Resort Hotel & Spa

Job Description

Job Title: Room Attendant

Department: Housekeeping

Reports To: Executive Housekeeper

Approved By: HR

Approved Date: 12/5/22

Classification: Non-Exempt

Job Summary:

The Room Attendant is responsible for ensuring that the cleanliness of assigned areas meets the standards set by The Arlington Hotel.

Essential Duties and Responsibilities

- Approach all guests and employees in a friendly, service-oriented manner.
- Practice safety standards always include constant awareness of safety hazards. Report these to supervisor.
- Keep the work cart orderly and properly always stocked.
- Thoroughly cleans and sanitizes assigned areas.
- Absolute respect for guest property.
- Inspect room linens before placing them in rooms.
- Ensure that all equipment is in working order.
- Adhere to hotel's dress code policy.
- Accurately fill out paperwork
- Assist others as needed.
- Must be flexible to work any shift, including weekends and holidays.
- Perform other related duties as assigned.

Minimum Qualifications

- High school diploma or GED.
- Housekeeping experience in a hotel preferred.
- Must be able to tolerate pressure and work calmly, independently, and efficiently.
- Detail oriented
- Ability to communicate effectively.
- Ability to read room numbers, dates, and basic instructions.
- Ability to work cohesively with co-workers as part of a team.
- Must be self-motivated and organized.
- Ability to take direction.

Physical Requirements

- Standing and walking the entire shift.
- Be able to reach, bend, and stoop.
- Ability to push/pull 50 pounds.
- Ability to climb stairs

Employee Acknowledgement and Agreement of Job Description

Employee Printed Name

Employee Signature

Date

Supervisor Signature

Date