



THE ALLISON
INN & SPA

Job title	<i>Housekeeping Room Attendant</i>
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Duties and Responsibilities

- Implement and ensure that proper key controls are in effect.
- Clean multiple rooms in a day (11-15).
- Ability to understand and comply with all aspects of hotel's health, safety and fire policy.
- Ensure proper care of furniture, fixtures and equipment within the hotel.
- Identify and report any health or safety hazard.
- Ensure guest privacy is respected and considered confidential.
- Follow sanitation, cleaning and safety standards at all times.
- Must be responsive to guest requests.
- Notifies the Housekeeping Management or the Engineering Department of any maintenance or repair needs.
- Change linens and remake beds.
- Remove soiled towels and replace with clean, dry towels.
- High and low dust including furniture, lighting, corners and vents.
- Vacuum and/or sweep flooring.
- Clean and sanitize bathroom fixtures, flooring, shower and bath-tub.
- Clean and dry interior windows.
- Replace all guest supplies to appropriate levels.
- Carry out other duties as may be required to ensure the Hotel Operation is properly maintained to provide total guest satisfaction.

Job Skills/Requirements/Qualifications

- Possess a great eye for detail.
- Ability to adapt to a fast pace with a can-do attitude.
- Ability to work a flexible schedule to include weekends, evenings and holidays.
- Ability to effectively communicate with all team members.
- An enthusiastic, positive demeanor and desire to provide exceptional guest service.
- Background Check
- Drug Screening

Working conditions/Physical Requirements

- Work on your feet for up to eight hours and lift up to 35 pounds.