



Title:	Housekeeper Room Attendant
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Reports to:	Executive Housekeeper
Department:	Housekeeping
Classification:	Hourly Non-Exempt

Overview

Our outgoing and service-oriented Housekeeper Room Attendant provides exceptionally clean guestrooms for guests while following NCG and hotel brand standards. Our Housekeepers are also tasked with responding promptly to guests' requests.

Qualifications	<ul style="list-style-type: none"> ✓ Desire to contribute to a supportive and effective team ✓ Ability to work in a fast-paced setting ✓ Strong attention to detail ✓ Flexible availability
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Essential Job Functions	<ul style="list-style-type: none"> • Finishes all daily tasks within the given timeframe based off the minutes per room average, which will be determined by the number of rooms to clean each day • Prepares all areas of guestrooms for next arrivals by completing the following duties that include but are not limited to: <ul style="list-style-type: none"> ○ Clean and disinfect all areas of guestrooms and bathrooms ○ Replace bathroom and bed linens as dictated by brand standards ○ Make the bed(s) as dictated by brand standards ○ Remove trash and vacuum guestroom ○ Clean bathroom (tile, tub, walls, sink and floor) ○ Dust furniture and fixtures ○ Restore sofa bed as needed ○ Replace or add required supplies in guestrooms • Stocks cart with necessary linens and supplies, keeps cart organized as dictated by standards • Completing room assignment sheets/boards and turning them in at the end of the shift • Provides exceptional guest service by treating all guests with courtesy and a smile
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<p>Secondary Job Functions</p>	<ul style="list-style-type: none"> • Reports room status and maintenance problems accurately and timely • Maintains cart and bumpers so that damage to walls and doors is avoided • Performs basic maintenance skills such as plunging toilets, changing light bulbs, removing debris from tub drains (as applicable by property) • Properly handles, labels, stocks and stores chemicals and cleaning supplies • Protects guest belongings, turns in lost and found items immediately • Completes projects are directed by supervisor • Additional duties as assigned by supervisor or Executive Housekeeper
<p>Heavy physical workload and excessive bodily motions include but are not limited to:</p>	
<p>Physical Requirements</p>	<ul style="list-style-type: none"> ➤ Constant repetitive motion ➤ Continually able to lift, push, pull and carry up to a 100lbs ➤ Constantly be able to stand and walk for long periods of time ➤ Frequent kneeling, bending, twisting motions ➤ Often squatting and crouching ➤ Sporadically able to work in confined spaces ➤ Consistently use hands to grasp, control, move objects/tools ➤ See differences between colors and brightness ➤ See details of objects that are more than a few feet away
<p>This position has exposure to environmental factors that include but are not limited to:</p>	
<p>Working Conditions and Environmental Factors</p>	<ul style="list-style-type: none"> ➤ Able to tolerate exposure to dust and cleaning chemicals ➤ Sporadically work in all areas of the property ➤ Is subject to frequent interruptions and may need to reprioritize activities ➤ Consistent communication with housekeeping team and other departments ➤ Subject to the handling of and exposure to chemicals, detergents and cleaners ➤ Is subject to exposure to bloodborne pathogens

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I hereby acknowledge my understanding of the job duties, tasks and requirements outlined in this job description and I acknowledge that I am able to perform the job responsibilities listed for this job description.

Team Member Name: _____

Date: _____

Team Member Signature: _____

Original: Team Member File
CC: Team Member