

Guest Room Attendant Job Description

- Provides overall cleaning of the guestrooms undertaking activities, including, but not limited to: dusting, making beds, soiled linen removal from rooms, retrieval of clean linen from linen closets, vacuuming, bathroom cleaning, inside window cleaning, etc.
- Responsible for replenishing room amenities such as tissues, soaps, etc.
- Completes requisite departmental paperwork, and accurately records and updates room status in allocated section
- Signs master keys in and out daily
- Ensures equipment are maintained and in proper state of cleanliness and repairs
- Responsible for maintaining a section room report
- Takes on daily tasks as assigned by superior company personnel
- Reports guest complaints to superior in a prompt and timely manner
- Reports all unusual behavior/activities on floors to supervisor/manager
- Adheres to hotel or resort's health, safety, and hygiene policy
- Adheres to the hotel or resort's personal grooming and hygiene standards
- Required to attend all relevant meetings and training sessions
- Creates and maintains floral arrangements
- Undertakes all required valet services, including delivery of linen or processing of laundry orders
- Operates and maneuvers powered mobile carts.