

Hotel Room Attendant Job Description

- Ensure high quality cleaning service at public areas of hotel
- Service guest bedrooms by order of floor/section to the required standard
- Restock/replace items in rooms and bathrooms for guest use that have run out of stock or need replacement
- Make bed professionally following standard procedure
- Service bathrooms by washing and emptying bins; wash all glass surfaces and floors; clean shower, bath, basin, bidet, and toilet to the best quality standard
- Using the right cleaning chemicals, dust and polish all hard surfaces to achieve a quality sheen
- Vacuum bathrooms, bedrooms floors, corridors, stairs, and lifts to remove all debris; check the vacuum cleaner each week and if necessary change the dust bag
- Ensure service area is well stocked with necessary products and cleaned always
- Report issues such as equipment and light bulb damage promptly to supervisor or department manager for immediate action – ensure such reports are correctly logged
- Provide professional personal service, including shoe cleaning, ironing, and minor clothing repairs to guests
- May be directed to pack guest luggage
- May perform regular deep cleaning of all areas of hotel as instructed
- May perform cloak room duties for special occasions and functions.