



### Job Description

Position: Room Attendant  
Department: Housekeeping  
Reporting to: Housekeeping Manager  
Current Wage: \$11.00 - \$12.00 per hour

### Purpose

Room Attendants provide excellent guest service to all Resort guests. Room Attendants also provide all guests with clean and comfortable Lodge Rooms, Cottages and Villa's

### Duties and Responsibilities

- Provide exceptional guest service by having a " *Yes I'd be pleased to help you*" attitude.
- To operate, clean, and maintain lodge rooms, cottages and villas daily.
- To clean all guest room washrooms and replenish linen.
- To change and make guest room beds to hotel standard.
- To sort and separate soiled linens.
- To wet wipe and dust all furniture and artwork in guest rooms or units
- To vacuum, carpets and wash floors in guest rooms or units
- To replenish all required amenities and supplies required in guest rooms or unit
- To clean all appliances and dishes in guest rooms or units.
- To separate and store all recyclables in the proper storage bins.
- To remove all garbage and cardboard and put in proper bins daily.
- To clean and maintain room attendant closets, or golf carts.
- To have a clean, tidy, well stocked room attendants cart or golf cart
- To turn in all *Lost and Found* items to the housekeeping office daily.
- To ensure all keys are signed out and in before leaving your shift daily.
- To report to work well groomed with a clean uniform and your name tag on at all times when on duty.
- To develop and maintain an excellent working relationship with all departments and personnel.
- Report low inventory to supervisor.
- Report maintenance issues to supervisors immediately.
- Clean doors, walls, baseboards, all surfaces in units.
- Inventory of kitchen / laundry / living room / bathroom amenities.
- Other duties as required.

### Specific Job Knowledge, Skills and Abilities

- Skill in speaking, reading, and writing English.
- Valid Drivers License would be an asset.

### Physical Demands

- Lift or move up to 40 lbs.
- Push/pull housekeeping cart, up to 75 lbs.
- Bend over repetitively to clean tubs, make beds, and vacuum.
- Stand for up to eight hours.
- Reach/stretch overhead to clean higher areas, dust furniture, and hang drapes and shower curtains.
- Wear rubber, latex, or vinyl gloves.
- Work outdoors in a variety of weather conditions
- Weekend and Evening work required.