



HOTEL MANAGERS GROUP

POLICIES & PROCEDURES

HOUSEKEEPING DEPARTMENT JOB DESCRIPTION – ROOM ATTENDANT

BASIC FUNCTION

To clean his or her assigned rooms according to company policy and standards.

REPORTS TO: Executive Housekeeper

SPECIFIC DUTIES

Primary Responsibilities

1. Clean daily the rooms assigned to him or her on the "Daily Room Attendant Report."
2. Take care of all uniforms, equipment and supplies issued by the Executive Housekeeper.
3. Report immediately all damage found in a room.
4. Report all missing items from a room.
5. Load the cart with supplies and equipment issued by the linen/laundry attendant.
6. Make up and notify the linen / laundry attendant of all roll-aways and cribs found in the checkout rooms, so that they may be picked up and properly stored.
7. Responsible for the passkey received daily from the Executive Housekeeper. Make sure that it is secure at all times and turned into the Executive Housekeeper at the end of each day.
8. Immediately turn in lost and found items to the Executive Housekeeper, include the area or room number where the item(s) was found.
9. Do deep cleaning each day as assigned by the Executive Housekeeper.

Approved _____

July 20, 2005



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HOUSEKEEPING DEPARTMENT JOB DESCRIPTION – ROOM ATTENDANT - continued

Secondary Responsibilities

10. Clean the cart at the end of each shift and turn in all leftover linen to the linen/laundry attendant.
11. Report immediately to the Executive Housekeeper the following:
 - (a) No luggage
 - (b) No service
 - (c) Sleep outs
 - (d) Unusual happenings
 - (e) Extra guests
12. Use only those cleaning agents issued and mixed by the Executive Housekeeper.
13. Perform any other duties and responsibilities as may be required.

Employee Signature

Date