

# Room Attendant

## Job Description and Person Specification

### Position Details

<b>Position:</b> Room Attendant	<b>Department:</b> Housekeeping	<b>Reporting to:</b> Housekeeping Manager
<b>Salary:</b> up to £17,076.80	<b>Contract:</b> Permanent	<b>Hours per week:</b> 40 (5 out of 7)

**Overall Objective:** To ensure clean, well maintained rooms, corridors, and staircases in assigned areas.

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<p><b><u>Main Objectives</u></b></p> <ul style="list-style-type: none"> <li>• To clean public areas.</li> <li>• To clean guest bedrooms and corridors.</li> <li>• To carry out guest requests.</li> </ul> <p><b><u>Summary of Duties</u></b></p> <ul style="list-style-type: none"> <li>• To clean public areas and guest bedrooms to the standards required.</li> <li>• To carry out guest requests/queries on a daily basis.</li> <li>• To report any maintenance work required to supervisor.</li> <li>• Comply with brand standards at all times.</li> <li>• Comply with Health and Safety, Fire, and Control of Substances Hazardous to Health regulations.</li> <li>• To carry out any reasonable request required by hotel management and hotel guests.</li> </ul>	<p><b><u>Essential</u></b></p> <ul style="list-style-type: none"> <li>• Verbal communication skills.</li> <li>• Attention to detail.</li> <li>• Ability to work in a team.</li> <li>• Evidence of working on own initiative.</li> <li>• Good timekeeping.</li> </ul> <p><b><u>Desirable</u></b></p> <ul style="list-style-type: none"> <li>• Knowledge of cleaning.</li> </ul> <p>This role will involve long periods of standing and walking together with heavy lifting however reasonable adjustments will be looked into where necessary.</p> <p>Industrial cleaning equipment and chemicals are involved in this job. Full training will be provided.</p>