

Room Attendant

Job Description and Person Specification

Position Details

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| Position: Room Attendant | Department: Housekeeping | Reporting to: Housekeeping Manager |
| Salary: Up to £20,800 | Contract: Permanent | Hours per week: 40 (5 out of 7) |

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

| Job Description | Person Specification |
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| <p><u>Main Objectives</u></p> <ul style="list-style-type: none"> • To clean public areas. • To clean guest bedrooms and corridors. • To carry out guest requests. <p><u>Summary of Duties</u></p> <ul style="list-style-type: none"> • To clean public areas and guest bedrooms to the standards required. • To carry out guest requests/queries on a daily basis. • To report any maintenance work required to supervisor. • Comply with brand standards at all times. • Comply with Health and Safety, Fire, and Control of Substances Hazardous to Health regulations. • To carry out any reasonable request required by hotel management and hotel guests. | <p><u>Essential</u></p> <ul style="list-style-type: none"> • Verbal communication skills. • Attention to detail. • Ability to work in a team. • Evidence of working on own initiative. • Good timekeeping. <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Knowledge of cleaning. <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> |
| Reference: H0383 | Closing Date: 8 th March 2018 |