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| Job Title: | Room Inspector | Department: | Housekeeping |
| Location: | Columbus, GA |  |  |
| Position Type: | Full Time |  |  |
| HR Contact: | Kelli Nelson | Date Posted: |  |

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| Overview: Ensure the cleanliness/appearance in guest accommodations and public areas are in accordance with hotel standards. |
| Responsibilities and requirements:* Supervise Room Attendants, inspect rooms/public areas, and ensure deficiencies are reported, corrected, and put on House Inspection Report.
* Notify font desk when rooms are clean, vacant, and ready for occupancy.
* Ensue Room Attendants have the necessary equipment and supplies.
* Identify/resolve problems and develop alternative solutions in a timely manner.
* Assist, instruct, and train new employees and evaluate performance.
* Responsible for notifying Room Attendants of any new items to be stocked in guest quarters.
* Notify maintenance department of any repairs or maintenance work needed.
* Assist in completing room assignments for Room Attendants.
* Must adhere to all safety, security, and company policies and procedures.
* Notify supervisor of any accidents, injuries, and safety hazards.
* Assist laundry department with duties to include retrieving and sorting soiled linens to wash, dry, press, and fold to put in storage closet and/or carts.
* Must be neat in appearance and wear uniform provided by the company.
* Maintain a friendly and courteous demeanor to guests.
* Attend meetings/trainings required by management.
* May be required to work nights, weekends, and holidays.
* Perform other duties as assigned by management.

Qualifications and Education Requirements* High school diploma or GED preferred.
* Detail oriented and written/verbal communication required.
* Must pass a background check.

Physical requirements* Must be able to stand and walk for long periods of time and occasionally reach overhead.
* Able to lift, carry, push, and pull up to 25 lbs.

Disclaimer:The job description is not an exhaustive list of all functions the employee may be required to perform. Valley Hospitality reserves the right to revise the job description at any time. This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship. |

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| Reviewed By: |  | Date: |  |
| Approved By: | Name | Date: | Date |
| Last Updated By: | Kristi Hargraves | Date: | 2/1/2022 |