



<b>Job Title:</b>	Hotel House Attendant	<b>Department:</b>	Housekeeping
<b>Location:</b>	Columbus, GA		
<b>Position Type:</b>	Full Time		
<b>HR Contact:</b>	Kelli Nelson	<b>Date Posted:</b>	

**Overview:**

**Responsible for cleaning and maintaining hotel corridors, elevators, and other assigned areas.**

**RESPONSIBILITIES AND REQUIREMENTS:**

- Set up cleaning cart with supplies needed for the day.
- Maintain storeroom in an orderly fashion for efficiency.
- Must clean hotel areas to include lobby, halls, walls, elevators, stairwells, public restrooms, and hotel entrance along with emptying trash cans.
- Assist with delivery of guest amenities to rooms.
- Help with any deep cleaning after any room renovations.
- Must report in writing the status of any deficiencies to Manager for prompt resolution.
- Handle items for Lost and Found according to hotel standards.
- Assist Room Attendants with any dirty linens or trash and other duties that may require assistance.
- 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.
- Must be 18 years of age or older.
- Detail oriented and written/verbal communication required.
- Must pass a background check.

**PHYSICAL REQUIREMENTS**

- Must be able to stand 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.

<b>Reviewed By:</b>		<b>Date:</b>	
<b>Approved By:</b>	Name	<b>Date:</b>	Date
<b>Last Updated By:</b>	Kristi Hargraves	<b>Date:</b>	4/18/2022