



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

Overview:

Responsible for cleaning and preparing guest rooms along with the public areas to brand standards to assure guest satisfaction.

RESPONSIBILITIES AND REQUIREMENTS:

- Set up cleaning cart with supplies needed for the day.
- Maintain storeroom in an orderly fashion for efficiency.
- Must clean rooms in their entirety to include windows, doors (knobs), walls, mirrors, floors, sinks, showers, tubs, toilets, stall walls if applicable, fixtures, public areas, and hallways.
- Dust/polish entire room to include furniture, fixtures, wall hangings, vents, and ceiling corners.
- If applicable, sweep/hose patio balcony floor, wipe down furniture, fixtures, doors, windows, and pick up garbage.
- Strip bed linens and remake with fresh ones. Check bedspread, blankets, and bed pads for cleanliness and replace if soiled.
- Inspect between mattresses and under beds for any soiled areas.
- Check closet for cleanliness to include wiping down shelves, restocking hangers, extra blankets, and pillows if needed.
- Vacuum all rooms, public areas, hallways and inspect all equipment to include doors (locks), windows (locks), television, light bulbs, lamps, faucets, and radios to ensure they are properly working.
- Replace all room amenities to include towels, soap, and literature that was removed, soiled, or torn.
- Must report in writing the room status and any deficiencies to Manager for prompt resolution.
- Secure custody of equipment, keys, and supplies to protect hotel property.
- 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 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.

Reviewed By:		Date:	
Approved By:	Name	Date:	Date
Last Updated By:	Kristi Hargraves	Date:	1/20/2022