



## Job Description

**Job Title:** Room Attendant  
**Reports To:** Director of Housekeeping  
**FLSA Status:** Non-Exempt  
**Department:** Housekeeping  
**Division:** Rooms

**Summary:** To service vacant and occupied guestrooms

**Duties and Responsibilities** include the following. Other duties may be assigned.

1. Responds to all guest requests appropriately
2. Is responsible for servicing an assigned number of guest rooms
3. Keeps all work areas clean and organized at all times
4. Checks all equipment prior to and after its use to ensure that it is in good working order
5. Removes room service tables and trays from guest rooms
6. Hand in any articles to a manager / supervisor or return it to the Front Office
7. Reports all maintenance deficiencies using Service Call/Work Order Tickets
8. Completes an evening room status report daily
9. Keeps assigned supply closet clean, properly stocked and organized
10. Keeps all equipment clean and well maintained