



THE FORT GARRY

JOB DESCRIPTION

DEPARTMENT: Housekeeping **POSITION:** Housekeeping Room Attendant

Reporting to the **Executive Housekeeper** is responsible for the following:

Duties and responsibilities:

- Service guest bedrooms by order of floor/section to the required standard
- Restock/replace items in rooms and bathrooms for guest use that have run out of stock or need replacement
- Make bed professionally following standard procedure
- Service bathrooms by washing, cleaning and sanitizing, emptying bins; wash all glass surfaces and floors; clean shower, bath, basin, bidet, and toilet to the best quality standard
- Using the right cleaning chemicals, dust and polish all hard surfaces to achieve a quality sheen
- Vacuum bathrooms, bedrooms floors, to remove all debris; check the vacuum cleaner each week and if necessary change the dust bag
- Ensure service area is well stocked with necessary products and cleaned always
- Report maintenance issues such as equipment and light bulb damage promptly to supervisor or department manager for immediate action – ensure such reports are correctly logged
- Performs regular deep cleaning in rooms, storages and other areas in the hotel instructed

Qualifications, Skills, Experience required:

- Knowledge of and ability to comply with work place requirements, including health and safety, fire prevention, hygiene, and handling of potentially harmful substances
- Ability to communicate effectively with hotel guests, i.e., to announce arrival at door and to clearly understand requests from guests
- Strong ability to use cleaning supplies, vacuum, safety equipment, and other equipment and materials used in carrying out housekeeping functions
- Physically fit, with the ability to move around work area effectively and efficiently and lift 20 pounds of supplies
- Ability to solve problem relating to guests, with strong customer service skills
- Strong self-starting personality and ability to display professional attitude and appearance always

Education:

High school graduate

Experience:

Experience in cleaning in buildings or related for at least 1 year