



JOB DESCRIPTION

JOB TITLE: Casual Room Attendant
DEPARTMENT: Housekeeping
RESPONSIBLE TO: Head Housekeeper/Deputy Housekeeper

PRIMARY PURPOSE OF JOB

To ensure all bedrooms are serviced to the standards set. Be responsible for the corridors and relevant linen rooms, keeping them clean and tidy at all times.

Summary of Duties and Responsibilities

1. To follow carefully the instructions and training on the use of cleaning materials.
2. Service all bedrooms and bathrooms to the standards set.
3. Carry out duties of cleaning programmes as requested.
4. Check that all electrical equipment is functioning correctly, reporting any malfunctions or damage to the Housekeeper.
5. Replenish literature and toiletry supplies in accordance with the Standards Manual.
6. Ensure key security is observed at all times.
7. Follow the procedure for guest laundry as laid down in the standards.
8. Linen to be used in accordance with the Standards Manual, ensuring no misuse.
9. To assist in the linen room as required, collecting, sorting and distributing linen.
10. Linen room and trolley to be kept clean and tidy at all times.
11. Follow lost property procedures in accordance with the Standards Manual.
12. To comply with and act in accordance with all Company fire regulations and to adhere to the Company's fire policy.
13. To act in accordance with all Health & Safety and hygiene regulations and to adhere to the Company's Health & Safety policy.
14. To attend all statutory training as & when requested.
15. To arrive at work at the correct time and in the correct uniform, ensuring it is in immaculate condition.
16. To behave in a friendly and hospitable manner to all guests, customers and staff.

This JOB DESCRIPTION is not exhaustive, therefore the job holder may be required, from time to time, to carry out tasks as and when requested by Management.