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# Example of Attendant Housekeeping Job Description

Our company is growing rapidly and is looking to fill the role of attendant housekeeping. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for attendant housekeeping

* Adhere to hotel policies and procedure
* Understand simple instructions, learn simple procedures and techniques
* Read, Understand and follow all department policies
* Understand and abide by all safety rules, emergency procedures and fire prevention regulations
* Performs turndown service when required
* Reports any Health and Safety Hazards
* Reports any unusual behaviour
* Removes and informs the office, of items found upon check out of the guest, e
* Records accurately discrepancies
* Wipe down and clean dressers, nightstand tables, TV’s, book shelves, light fixtures, and door knobs in elders’ rooms

## Qualifications for attendant housekeeping

* Proficient in the local language
* Secondary school education or equivalent education is required
* Attitude focused on customer service
* Speed in the execution of tasks
* Concern for order and cleanliness
* Able to show initiative and resourcefulness