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# Example of Guest Room Attendant Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of guest room attendant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for guest room attendant

* Responsible for adhering to safety policies and procedures
* Assists CoStars within housekeeping department as needed
* Able to clean and maintain 13 credits per day as assigned
* Assists coworkers within housekeeping department as needed
* Reporting directly to the Floor Supervisor, the Room Attendant is responsible for the cleanliness and supplying of guest rooms and the comfort of all hotel guests as set by the hotel procedures and standards
* Adheres to the established standard of conduct and house rules, fire regulations, and department procedures and policies
* Dress in issued uniform and ensures a neat, clean, and tidy appearance at all times
* Pick-up work assignments from the Housekeeping Department, and review for any questions
* Sign in/out on the payroll sheet or swipe id card in/out and floor keys
* Report to assigned areas(s) with required keys, equipment, supplies

## Qualifications for guest room attendant

* Applicants must hold a valid permit for Canada at the time of applying
* Previous experience in hotel housekeeping preferred
* Must be able to respond to guest requests quickly and efficiently
* Must be able to work at a faster-than-average pace, cleaning a high volume of guest rooms in a short period of time
* Ability to work effectively with other departments, guests, and management
* Must live within commuting distance