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# Example of Guest Room Attendant Job Description

Our company is growing rapidly and is looking for a guest room attendant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for guest room attendant

* Remove all garbage and recyclable items and place in the appropriate bins inside the service area
* Report any damages or repairs and maintenance needed to Housekeeping
* Report any items found in check-out rooms to Security and Housekeeping
* Call supervisor if work assignment is finished early for direction
* Report damage, improvement or repair issues in the guest rooms or hotel area to the appropriate Housekeeping Supervisor or Housekeeping Manager
* Is directly responsible for the day to day key processes in his/her area of work
* Actively offers operational, employee and customer (internal and external) related feedback to management
* Keeps abreast of events in the hotel
* Promotes hotel services and products
* Offers a special service touch when an opportunity is presented

## Qualifications for guest room attendant

* Giving back to the community through special events by participating to be a mentor at a school, collecting food for and working with our local food bank, book and back pack drives for students, community garden events, raising money for schools in need….etc
* Choice of dental insurance or medical cash plan, life insurance
* Previous Experience as Guest Room Attendant with a luxury hotel/resort
* A qualified applicant is a “people person” who supports the team, loves to serve internal/external customers, is honest, professional, responsible, and knows how to multi-task while ensuring accuracy
* At least two years’ experience serving guest rooms in a 4/5 Star/Diamond Resort preferred
* Completed the Culinary Training Academy of Las Vegas, with the focus of Guest Room Attendant, or three months experience in the Housekeeping role, Guest Room Attendant