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# Example of Room Attendant Job Description

Our growing company is looking for a room attendant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for room attendant

* Ability to work a flexible roster, including weekends, evenings and Public Holidays
* Clean closets on checkout rooms, removing dust and debris
* Open all drawers/doors in checkout rooms and remove items left behind by guests
* Ensure presence of fire safety and DNDS signs
* Record no service requests and do not disturb rooms on your Room Assignment list
* Cleaning Guest Rooms – clean guest rooms with consistency, according to the Inn and AAA 4 diamond standards
* Receives moderate to limited supervision working from objectives set by supervisor
* Ensures that superior guest service is provided through fast, flawless, and spotless
* Clean, dust, polish and service guest rooms daily in accordance with hotel procedures
* Greet any and all guests pleasantly and enthusiastically

## Qualifications for room attendant

* To be courteous and professional when attending to guests
* Entry Level are welcome to apply
* While performing the duties of this job, the cast member is frequently required to stand
* While performing the duties of this Job, the cast member is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals
* Required to bend, stoop, lift and reach high and low areas
* Able to communicate with guests and co-workers