



Huntingdon Manor Hotel  
330 Quebec Street  
Victoria, B.C., V8V 1W3

### **Job Description: Room Attendant**

Job Summary: the Room Attendant is responsible for cleaning and tidying the hotel bedrooms, cleaning hotel common areas, and performing other similar duties as requested by Management. Do the domestic work required, including changing the bedclothes and cleaning and replenishing the bathroom.

#### **Key Responsibilities:**

- To be responsible for the cleaning material, amenities and equipment supplied for his or her use
- Check the general condition of the room and notify the Assistant Housekeeper of any malfunction or damage.
- Following the step-by-step room cleaning process provided by Department Supervisor To ensure that Huntingdon Manor standards and procedures are applied
- Report directly to and take detailed instruction from Executive Housekeeper
- Follow the policies and procedures of the Huntingdon Manor Employee Handbook
- Communicate with the Front Desk and other hotel departments as needed to ensure efficient guest service
- Maintain a positive attitude and respectful relationship with all Huntingdon Manor peers and guests
- Fulfill requests for guest amenities as per instruction by the Front Desk or Department Supervisor
- Takes care of the recycling & compost on each floor and ensures that all is clean and well maintained

- Helps laundry when needed
- Collects the dirty dishes from the guest rooms and replace with clean ones
- Helps houseperson when requested by supervisors
- Perform general cleaning tasks using standard hotel cleaning products to adhere to health standards
- Do the domestic work required, including changing the bedclothes and cleaning and replenishing the bathroom.
- Check the general condition of the room and notify the Assistant Housekeeper of any malfunction or damage.
- Following the step-by-step room cleaning process provided by Department Supervisor.
- Train and work in the Laundry Department at any time as requested by Department Supervisor.

**Entry Requirement Skills:**

- Attention to detail: working carefully within the allotted time requirements
- Standing, walking, bending/stooping, crouching, pushing/pulling
- Lifting/carrying up to 40lbs
- Good verbal communication
- Team working
- Organization and thoroughness: preparing each task in the minimum length of time while respecting internal hotel procedures
- Discretion: not disturbing guests Knowledge of all equipment used in a housekeeping office is an asset.

**Qualifications:**

- No previous experience required