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Position Title	Hospitality Worker - Room Attendant
Objective of Position	Maintain guest satisfaction by providing a level of service that meets or exceeds the hotel standards in job areas. The preparation and servicing of guest rooms and preparation, servicing and cleaning of public and service areas of the hotel.
Report To	Executive Housekeeper, Assistant Housekeeper and Rooms Division Manager
Responsible For	
Relationship With	All staff
Duties and Responsibilities	<ul style="list-style-type: none"> • Attend Housekeeping Department Meetings. • The servicing of public areas as directed by the Housekeeper. • To treat all guests with courtesy and respect and provide a friendly, helpful service in order to ensure guest satisfaction. • Ensuring a high standard of personal presentation in accordance with uniform regulations. • The servicing of the staff accommodation areas as directed by the Housekeeper. • Cleanliness of working areas with special attention to ashtrays, floors, tables, chairs, public bathrooms and toilets. • Product knowledge of cleaning supplies and the economic use of these. • Reporting damaged equipment in all aspects of hotel safety and security. • Concern for maintenance and reporting to the Housekeeper regarding public areas. • Compliance with all hotel rules and health and hygiene regulations. • Observance of correct security regarding guest property. • Familiarity with emergency procedure within the hotel to ensure guest safety. • Recording and securing of lost property on a daily basis. • Any additional duties or responsibilities as directed by the Housekeeper, are to be undertaken on request. • Any other duties or responsibilities that may be designated from time-to-time by a member of Management.
Relevant Qualifications	
Personal Attributes	<ul style="list-style-type: none"> • Honest and reliable



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	<ul style="list-style-type: none">• Proactive• Good personal hygiene
Limit of Authority	