

# **7C's Maintenance Company, Inc.**

## **Job Title: Housekeeper/Room Attendant**

FLSA Status: Non-exempt

Department: Housekeeping

Reports To: Housekeeping Manager

## **Job Summary**

Maintains a clean and sanitary facility at all times by performing the following duties.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Essential Duties**

- Strictly adhere to processes and protocols regarding safety, cleaning and disinfection.
- Ensures that carts are clean, neat and stocked with supplies daily.
- Completes assignment sheets and reports any room discrepancies and maintenance issues to the housekeeping supervisor.
- Mops and vacuums all floors daily; cleans mop after each use.
- Cleans and disinfects sinks, toilets and tub-showers, restocks soap, toilet paper, and provides clean towels as needed.
- Thoroughly cleans entire room to include: washing windows, dusting counter tops, dresser tops, lamps and light bulbs; replaces light bulbs as needed.
- Makes beds with clean linens.
- Empties all trash cans on a daily basis and disposes of trash in designated areas; recycles appropriate materials according to company procedures.
- Reports any broken items such as beds, chairs, and fixtures to management.
- Assures that all unnecessary lights are turned off as required.
- Provides assistance to other departments of the hotel to contribute to its smooth operation.

## **Supervisory Responsibilities**

This job has no supervisory responsibilities.

## **Education**

This position requires a high school diploma (or GED or high school equivalence certificate); or one year related experience and/or training; or equivalent combination of education and experience.

## **Language Skills**

- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

## **Reasoning Ability**

- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

## **Mathematical Skills**

- Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to work near moving mechanical parts; toxic or caustic chemicals; risk of electrical shock and vibration.

The noise level in the work environment is usually moderate.