

# Bala Bay Inn

## Job Description

**Position Title:** Room Attendant

**Reports To:** Housekeeping Team Leader & Director of Operations, and in their absence Front Desk Supervisor

**Position Time Frame:** May - October

**Purpose & Major Responsibility:** Responsible for cleanliness of all front of the house/public areas of the hotel including: lobby, dining rooms, lounges, patio, grounds surrounding the hotel and hotel rooms. Housekeepers work in teams of two when there are more than 8 rooms in house

**Staff Responsible For:** not applicable

### Main Duties & Activities:

- To ensure that all the bedrooms and bathrooms are serviced and cleaned daily
- Making sure the lobby, restrooms, function rooms are maintained and well kept at all times
- Make and strip beds, vacuum rooms, dusting, cleaning windows and glass, cleaning bathrooms-toilets, tubs, and mirrors, removing garbage and recycling from rooms
- Replace light bulbs, sweep entrances, clean floors, banister polished, and clean glasses
- Submit daily chart of clean rooms to front desk at end of shift with name of who was in what room that day and how long it took to clean the room. Letting maintenance know of any issues immediately
- Making sure linen is up to date and laundry is kept rolling through out the shift
- Making sure there is an adequate supply of cleaning supplies
- Ensure effective communication amongst front desk and housekeeping

### Assets:

- Strong Inter-Personal skills
- Friendly and Outgoing personality type
- Organized
- Studious
- Problem Solving, Math
- In good physical shape
- Able to lift 50lbs

**Advancement opportunities:** Housekeeping team Leader, or Guest Service Agent – front desk

**Hours/ Wage:** 25 to 44 hours per week – based on business levels, Competitive Remuneration, hourly rates begin at \$10.25. Gratuities from group events.

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