

Brighton Management LLC

Sheraton Pasadena Hotel

POSITION DESCRIPTION

JOB TITLE: Room Attendant
DEPARTMENT NAME: Housekeeping
REPORTS TO: Inspectress/ /Assistant Housekeeper/Executive Housekeeper

I. POSITION SUMMARY:

Clean units according to standards of cleanliness and sanitation.

Maintain a commitment to continually enhancing a uniquely exciting atmosphere and guest experience, consistently providing friendly service, and consistently providing the highest quality value to every customer on every occasion.

II. WORKING RELATIONSHIPS:

Reports to: Inspectress/Team Leaders/Assistant Housekeeper/Executive Housekeeper
Interfaces with: Hotel Staff and Hotel Guests

III. ESSENTIAL JOB FUNCTIONS:

- Receive daily room assignment and keys to the assigned section. Pick up daily cleaning supplies.
- Check all units for vacancy using prescribed methods, clean units in detail and restock guest supplies as needed.
- Check all units for missing articles or damages.
- Report any lost and found items to the Executive housekeeper.
- Maintain positive public relations and attitude with all guests and associates.
- Responsible for maintaining cleanliness and safe working practices and conditions within department at all times
- Other duties as assigned by management.

V. PHYSICAL JOB REQUIREMENTS

- Extensive bending, stooping, overall flexibility.
- Regularly lifting/pushing/pulling up to 50lbs
- Occasionally lifting/pushing/pulling up to 100lbs
- Must be able to walk entire property.
- Ability to manage high levels of stress.
- Visual observation skills required.
- Ability to interact with guests and associates.

VI. JOB QUALIFICATIONS

- Ability to function well under pressure
- Additional work experience preferred.
- Communication skills.

VII. SAFETY AWARENESS

- Comply with all safety requirements and regulations as dictated.

NOTE: The Sheraton Pasadena Hotel functions 7 days a week, 24 hours a day. All employees must realize this fact and be aware that at times it may be necessary to move an employee from their accustomed shift as business

demands. In addition, I understand that business determines the amount of hours I work, and that some weeks I may be scheduled to work less than 40 hours and other weeks I may be schedules to work more than 40 hours per week.

Job Descriptions are subject to change at the discretion of Brighton Management, LLC.

I have read and reviewed a copy of the above job description and fully understand that violation of any of the stated responsibilities and duties may be grounds for disciplinary action.

Manager's Signature

Date

Associate's Signature

Date