

**COEUR D'ALENE INN AND CONFERENCE CENTER**

**HOUSEKEEPING**

POSITION: ROOM ATTENDANT

DEPARTMENT: HOUSEKEEPING

HOURS OF OPERATION: 8:00 A.M. UNTIL ROOMS ARE COMPLETE, SEVEN DAYS A WEEK

**ESSENTIAL FUNCTIONS:**

- Following specified cleaning descriptions for sleeping rooms i.e.: dusting vacuuming, making beds, cleaning bathrooms, using various cleaning agents
- Various deep-cleaning projects
- Moderate lifting
- Anticipating and communicating Guest needs
- Majority of the time will be spent on your feet
- Following any other procedures as directed by the Executive Housekeeper's manual
- Positive, energetic, and helpful attitude towards fellow employees and Guests
- Assist in other departments when the need arises

**REQUIREMENTS:**

- Must pass a background check
- Full adherence to uniform requirements
  - Shoes in good repair, clean and polished
  - Nametag worn always
  - Clean, crisp uniform
- Full adherence to hygiene requirements
  - Women's hair is always pulled back away from face and shoulders
  - Men's hair cut and worn above the collar. Any facial hair neat and trimmed. Sideburns no longer than 1 inch
- Full adherence to other uniform and hygiene requirements dictated by hotel policy
- Punctual
- Follows all procedures and guidelines stated in the employee handbook

**PERSONALITY:**

- Willing to go the extra mile for the Guest
- A desire for teamwork and to do anything needed to assist co-workers in and outside of the housekeeping department