

This Room Attendant job description template includes key Room Attendant duties and responsibilities. You can post this template on job boards to attract prospect applicants.

Job Brief:

We are looking for a Room Attendant to join our team and provide excellent customer service to our [hotel](#) guests.

Room attendant responsibilities include changing towels, making beds and cleaning bathrooms. You will also address clients' queries and make sure our rooms are fully-stocked, clean and inviting at all times. If you're interesting in kick starting your career in the hotel industry, we'd like to meet you.

Ultimately, you will ensure a pleasant and comfortable experience for our guests during their stay with us.

Responsibilities:

- Change bed linen and make beds
- Replace used towels
- Sweep and mop floors
- Vacuum carpets
- Dust furniture
- Replenish bath care products (e.g. soap and shampoo)
- Restock beverages and food items in the mini-bar
- Clean public areas, like corridors
- Report any technical issues and maintenance needs
- Address guests' queries (e.g. on additional services)

- Help guests retrieve lost items
- Ensure all assigned rooms are clean and tidy by the end of the shift
- Follow [hotel](#) security guidelines

Requirements:

- Work experience as a Room Attendant or Maid
- Experience with industrial cleaning equipment and products
- Good physical health and stamina
- Flexibility to work in shifts
- Ability to work with little or no supervision while meeting high-performance standards
- Excellent organization skills
- Ability to follow instructions
- High school diploma is a plus