



## **Job Description**

### **Housekeeping Attendant**

Reporting to the Manager or in her/his absence, to the Assistant Manager, the *Housekeeping Attendant* performs light duty cleaning of the rooms, lobby and common areas of the motel

### **Main Duties**

The *Housekeeping Attendant* performs some or all of the following duties

- Sweep, mop, vacuum and wash floors
- Dust furniture and vacuums blinds and upholstered furniture
- Cleans, disinfects and polish bathroom fixtures and kitchen appliances
- Wash windows, walls and ceilings
- Make beds, change sheets and distribute clean towels and toiletries
- Attend to guest for extra supplies
- Stock linen closets and other supply areas
- Clean and disinfect public areas such as washrooms, kitchen, dining and both motel/ client laundry areas
- Pick up debris, sweep exterior room entries, and empty trash & recycle containers
- Report and store lost and found items
- May provide basic information on the facilities
- May handle customer complaints and/or report all unsolved issues to management
- Report all equipment and furniture deficiencies to management

- To make recommendation to management on how to improve the operation
- To work safely

### **Position Requirements**

- There are no specific education requirements
- Housekeeping experience or equivalent
- Bilingual (spoken & written) in both French and English would be an asset
- Organizational and multitasking skills with the ability to work without supervision