

**JOB TITLE:** LEAD ROOM ATTENDANT  
**EMPLOYMENT DATES:** May 4 through August 28, 2009  
**SALARY:** \$9.25/hour plus Campus Housing and scheduled workday lunch program  
**WORK SCHEDULE:** 40 hrs/week, 8 a.m. - 8 p.m., 5 days/week – 8 hour shifts

**OVERALL RESPONSIBILITIES:**

The Lead Room Attendants (LRAs) oversee the cleaning and preparation of guestrooms by the Room Attendant staff in the conference housing residence halls. The LRAs are expected to supervise, as well as work with, the staff in making beds, placing appropriate amenities, cleaning rooms, bathrooms, kitchenettes, and all other duties related to the completion of stripping and re-cleaning of guestrooms as required by the conference calendar.

**PRINCIPAL DUTIES:**

- Maintain superior level of service in the preparation of all guestrooms
- Communicate with the Residence Hall Coordinator for room requirements
- Complete the Linen Loss Tally Sheets for each group and submit to the Residence Hall Coordinator
- Supervise and assist Room Attendant staff in the preparation of guestrooms – **See Room Attendant description**
- Organize daily work schedule and delegate tasks
- Report room and/or furniture damages to the Residence Hall Coordinator
- Ensure that the Room Attendant staff properly bags and counts soiled linen
- Collect and record all lost and found items
- Keep Manager of Conference Operations apprised of any employee or guest concerns
- Keep storage rooms and supply carts organized by returning all supplies to proper place after each shift
- Ensure the Room Attendant staff works according to assigned schedule and reports to work in uniform
- Assist in other duties as assigned by authorized Conference Services personnel

**NOTES:**

This position is normally scheduled 8:30 a.m. – 5.30 p.m. but some shifts may start earlier or end later depending on conference calendar. **Work will be scheduled on any five of the seven days of the week; weekend work will be required.** All LRAs are required to wear the uniform shirt and name tag provided by Conference Services during every shift.

**QUALIFICATIONS:**

Lead Room Attendants work alongside the Room Attendants at most times. Their role is to ensure that the assigned work is being done thoroughly and in a timely manner. Must be dependable and have the ability to encourage and motivate others to work as a part of a team in order to adhere to deadlines. Previous supervisory experience preferred.