

JOB TITLE: ROOM ATTENDANT
EMPLOYMENT DATES: May 4 through August 28, 2009
SALARY: \$8.75/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 Room Attendant (RA) staff cleans and prepares guestrooms in residence halls for the Summer Conference Housing Program. This includes making beds, placing appropriate amenities, cleaning rooms, bathrooms, and kitchenettes and all duties related to the stripping and re-setting of guestrooms as required by the conference calendar.

PRINCIPAL DUTIES:

- Preparing and/or cleaning rooms for guest occupancy involves the following steps:
 - A. Turn on all lights and replace bulbs if necessary
 - B. Turn ventilation on or open the windows while cleaning the room
 - C. Check for articles left by guests and return them to the Front Desk for proper documentation
 - D. Collect all used linen (sheets, pillowcases, towels, and face cloths) and record any missing items
 - E. Dust and clean all furniture including the inside of the drawers and closets
 - F. Clean windowsills and mirrors
 - G. Empty wastebaskets
 - H. Clean private or common bath areas as required including sinks, toilets and showers
 - I. Clean kitchenettes as required including sinks, stoves and refrigerators
 - J. Make beds and place required amenity items according to service level
 - K. Vacuum carpet and/or mop floor
 - L. Turn all lights off, close windows/turn off ventilation and lock the door
 - M. Report missing items or vandalized furnishings to Lead Room Attendants
 - N. Submit Linen Loss Tally Sheets to a Lead Room Attendant
- Maintain a superior level of service in the preparation of all guestrooms
- Count and bag used linen for return to the linen vendor
- Help Operations Assistants with linen deliveries and transportation of amenities, supplies and linen as needed
- Keep storage rooms and supply carts organized by returning all material to the proper place at the end of every shift
- Assist in other duties as assigned by authorized Conference Services or Facilities Management personnel

NOTES:

This position involves extensive physical labor. RAs are 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 RAs are required to wear the uniform shirt and name tag provided by Conference Services during every shift.

QUALIFICATIONS:

This position requires a willingness to work diligently and the ability to work as a part of a team. Individuals must be attentive to detail, dependable and thorough.