



**ACOMA BUSINESS ENTERPRISES
VACANCY ANNOUNCEMENT**

JOB TITLE:	Hotel Room Attendant	DEPARTMENT:	Housekeeping
SUPERVISOR:	Housekeeping Manager	FLSA STATUS:	Non-Exempt
OPENING DATE:	03/01/2010	CLOSING DATE:	Open Until Filled (not to exceed 30 days)

Summary of Responsibilities:

Under the general supervision of the Housekeeping Manager, the Housekeeping Room Attendant performs any combination of cleaning duties to guest rooms and public areas maintaining a clean and orderly manner and in accordance to those standards of quality and cleanliness as required by the Housekeeping Manager and Sky City Hotel quality criteria. Duties include, but are not limited to the following: making beds, replenishing linens, cleaning rooms, bathrooms, and halls, and vacuuming.

Skills, Abilities, Equipment Used and Knowledge:

- Must have an aptitude for customer services and ability to remain calm and cheerful in stressful situations.
- Must possess a friendly demeanor at all times and perform job requirements with S.E.G.(Smile, Eye Contact, and Greeting).
- Must possess good to excellent interpersonal skills and be able to communicate complex or unwelcome information courteously and helpfully to guests, co-workers, and supervisors.
- Must be able to perform routine cleaning and maintenance of guest rooms and to determine when and what kind of cleaning and/or maintenance is needed.
- Must be able to clean 14 guest rooms daily and work flexible days.
- Ability to comprehend basic instructions in English language desirable.
- Must have basic knowledge of safety precautions and safe work practices, including ensuring the safety of co-workers.

Education/Experience

- High School Diploma, GED, or equivalent helpful.
- Basic math, reading, and writing required.
- Previous housekeeping experience, a plus.

To Apply: Submit application to the Human Resources Department.