

## ROOM ATTENDANT \*

### **Function of Job:**

Under direct supervision of designated supervisor, to perform routine duties in the cleaning and servicing of guest rooms and/or other assigned areas.

### **Characteristic Duties and Responsibilities:**

1. Operate vacuum cleaning equipment to clean carpeted areas.
2. Clean and wax furniture, cases, fixtures, and furnishings.
3. Clean mirrors and interior glass.
4. Clean bathrooms and fixtures.
5. Restock supplies including towels, pens, stationary, soap, and tissue.
6. Spot wash walls.
7. Make beds and change linens.
8. Collect and dispose of waste materials and debris.
9. Sweep, dust, and wet mop floors and stairways.
10. Maintain an inventory of supplies in accordance with specific instructions.
11. Replace burnt light bulbs.
12. Move and arrange furniture and furnishings.
13. Collect and dispose of soiled linen.
14. Clean assigned area of work and equipment.
15. Report unusual conditions or items requiring repair to supervisor.
16. Perform other related duties as assigned.

### **Minimum Acceptable Qualifications:**

1. Ability to follow simple directions.
2. Sufficient strength and physical dexterity to perform the duties and responsibilities of this job.
3. Willingness to work weekends, holidays and/or other flexible hours as scheduled.

8/8/90

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System Approval

8/8/90

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Effective Date

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position**

\* Revised - Original approved 6/12/75 as "Domestic Helper" and revised 9/28/78, 7/30/80 and under present title 9/6/89.