



**REDCO**

**REDDING RANCHERIA ECONOMIC  
DEVELOPMENT CORPORATION  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Room Attendant
<b>ENTITY:</b>	Hilton Garden Inn
<b>REPORTS TO:</b>	Housekeeping Supervisor, Operations Manager, General Manager
<b>GRADE:</b>	Range 1
<b>FLSA STATUS:</b>	Non-exempt
<b>SUPERVISES:</b>	None
<b>JOB SUMMARY:</b>	This team member cleans rooms and hallways and performs the following duties

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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

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The essential duties and responsibilities outlined here are representative of those that must be met by the team member to successfully perform the essential functions of this position, however, are not all inclusive:

1. Cleans guest rooms: vacuums, dusts, makes beds, clean bathrooms (tub, sink, toilet and tiles), and empties trash
2. Makes beds and freshens linens
3. Replenishes bathroom supplies (towels, soap, shampoo) drinking glasses, and writing supplies
4. Restocks Guest Services Binder with all information, movie lists, stationary, brochures, etc.
5. Washes interior windows, door panels, and sills
6. Empties wastebaskets and sanitary disposals. Transports trash and waste to disposal area
7. Checks all furnishings and equipment (lights, radios, minibars, etc) for needed repairs or maintenance
8. Sweeps, scrubs, and polishes; dusts furniture
9. Checks all rooms for smoke odors and uses cleaning machine where necessary
10. Reports all articles left behind by guests, and delivers the to the Housekeeping Supervisor
11. Other duties as assigned by the Housekeeping Supervisor and Operations Manager

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**EDUCATION REQUIREMENTS**

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The education requirements outlined here are representative of the minimum that must be met by the team member to successfully perform the essential functions of this position; however, higher levels of education than required will be reflected during the recruitment process:

- High school diploma or general education degree (GED); or one (1) year of previous experience or equivalent combination of experience and education

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### **EXPERIENCE AND KNOWLEDGE REQUIREMENTS**

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- The ability to perform each essential duty satisfactorily
- The ability to read and comprehend simple instruction, short conversations, and memos.
- The ability to write simple correspondence.
- The ability to effectively present information in one-on-one and in small groups situations to guests, clients, and other team members of the organization
- The ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's
- The ability to perform these operations using units of money and weight, measurement, volume and distance
- The ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- The ability to deal with problems involving several concrete variables in standardized situations

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### **PHYSICAL REQUIREMENTS**

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The physical demands described here are representative of those that must be met by a team member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- The ability to climb stairs and ladders, stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, push, pull, or sit for an extended period of time, up to eight (8) hours or more, is required
- This team member must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 100 pounds
- Specific vision abilities required by this job includes close vision, distance vision, depth perception, color vision, and peripheral vision

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### **WORKING CONDITIONS**

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The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- While performing the duties of this job, the team member is frequently exposed to toxic or caustic chemicals
- The noise level in the work environment is usually moderate

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### **OTHER INFORMATION**

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- Native American Preference Policy applies
- RREDCO is a drug-free workplace; applicants must be able to pass a pre-employment drug and alcohol screening
- This job description does not list all the duties of the job. You may be instructed by management to perform other tasks or functions
- This job description is not a contract for employment. Employment with RREDCO is considered “at-will”
- Must be able to comply with the RREDCO Common Language Rule
- Reasonable accommodations may or may not be made dependent upon the nature of the work required by the position
- RREDCO reserves the right to add, delete or modify without notice

Revised 2/1/18 la