

## Housekeeping Room Attendant

Slumber Inn - New Minas, NS

### Job Description

- Work for conformance to prescribed standards of cleanliness.
- Investigates complaints regarding housekeeping service and equipment, and takes corrective action.
- Obtains list of rooms to be cleaned immediately and list of prospective check-outs or discharges to prepare work assignments.
- Coordinates work activities among departments.
- Conducts orientation training and in-service training to explain policies, work procedures, and to demonstrate use and maintenance of equipment.
- Inventories stock to ensure adequate supplies.
- Evaluates records to forecast department personnel requirements.
- Makes recommendations to improve service and ensure more efficient operation.
- Prepares reports concerning room occupancy.
- Performs cleaning duties in cases of emergency or staff shortage.
- Examines need for repairs or replacement of furniture or equipment, and makes recommendations to management.
- Attends staff meetings to discuss company policies and patrons' complaints.
- Issues supplies and equipment to workers.
- Establishes standards and procedures for work of housekeeping staff.
- Advises manager, desk clerk, or admitting personnel of rooms ready for occupancy.
- Records data regarding work assignments, personnel actions, and time cards.

Job Type: Full-time

Salary: \$11 to \$13.00 /hour

Email – [careers@slumberinn.ca](mailto:careers@slumberinn.ca)