

JOB DESCRIPTION

Presbyterian Mo-Ranch Assembly
Hunt, Texas

JOB TITLE: Room Attendant
DEPARTMENT: Housekeeping
SUPERVISOR: Executive Housekeeper
FLSA CLASSIFICATION: Non-exempt
JOB CODE: 14D, Temporary Full Time or Part Time (depending on needs)

MO-RANCH MISSION STATEMENT

The mission of the Assembly is to foster growth in God through Jesus Christ by sharing its unique living, learning, Christian environment.

OBJECTIVE OF JOB

The Room Attendant plays an important part in the mission of Mo-Ranch by helping provide clean, comfortable, and orderly living accommodations and meeting facilities for all guests.

GENERAL RESPONSIBILITIES

1. Provides clean and orderly living accommodations for guests.
2. Provides clean and orderly meeting facilities.
3. Provides clean and neat arrangement of linens in guestrooms.
4. May be assigned to work in laundry room.
5. Drive golf cart or truck in safe manner.

ESSENTIAL JOB FUNCTIONS

1. Clean rooms, dormitories, apartments, hallways, lobbies, lounges, restrooms, corridors, stairways, and other work areas.
2. Vacuum carpets, rugs and upholstered furniture.
3. Sweep, scrubs, waxes and polishes floors, using brooms, mops and power (light & heavy) cleaning appliances.
4. Dust furniture, equipment, and other items in offices and other work areas.
5. Wash walls, woodwork, and windows as necessary.
6. Empty trash into receptacles; transports trash and waste to disposal area.
7. Replenish bathroom supplies and linens as needed from storage inventory.
8. Keep supply closets properly stocked.
9. Transport needed supplies and equipment.
10. This position requires regular and dependable attendance as an essential function of the job.

SUPPORTIVE JOB FUNCTIONS

1. Perform other work-related duties as assigned by supervisor.
2. Regular and temporary full-time employees may be temporarily assigned to work in another department to complete a full work (40 hours) week if work demands require.

QUALIFICATION STANDARDS

1. Ability to understand and follow directions given.
2. Ability to work independently and with little or no supervision.
3. Ability to observe needs and respond quickly and independently.
4. Ability to safely and efficiently use household chemicals.

Education

1. Any combination of education and experience equivalent to graduation from high school or any other combination of education, training, or experience of at least one year that provides the required knowledge, skills and abilities necessary to perform the duties of this position.

2. Minimum of 8th grade education, high school diploma or GED preferred.
3. It is preferred that applicants speak or understand the English language to the degree that communication of their job duties, job scheduling, safety standards and health standards are understood.

Experience

Previous housekeeping experience in a commercial setting preferred.

Grooming & Uniform

All employees must maintain a neat, clean and well-groomed appearance. Distinctive dress (uniform) must be worn at all times while on duty.

Physical

Requires grasping, writing, standing, sitting, walking, repetitive motions, hearing, visual acuity, and good speaking skills. Must be able to squat, bend, kneel, climb, and reach. Ability to push, pull, and carry a minimum of thirty (30) pounds.

Work Schedule

Must be available to work weekends and holidays, and be flexible with working hours.

Personal

1. Must have good moral character and high degree of honesty, trustworthiness, and integrity.
2. Possess and demonstrate a positive attitude to guests, supervisors, peers, and fellow employees.
3. Good driving record, able to meet the driving requirements set forth by the insurance carrier.

OTHER

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job.

While this job description is intended to be an accurate reflection of the current job, management reserves the right to revise the job, work schedule, and/or to require that other or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel, workloads, rush jobs, or technological developments).

ACKNOWLEDGEMENT

I hereby acknowledge that I have read and understand the above and agree to abide by the duties and responsibilities of my position and this job description. Further, I agree this does not imply an employment contract and this agreement is in effect and in accordance with personnel policy. My employment may be terminated at any time with or without cause.

Employee Signature

Date