



## **HOUSEKEEPING ATTENDANT**

### **Job Responsibilities**

- To clean all assigned rooms and designated public areas in accordance with the established procedure;
- Ensure that all requests by guests are attended to in a professional manner;
- Be responsible for the care and maintenance of his/her work store, trolley and all equipment and ensure that all equipment and materials are left in the same place and correct manner at the end of each shift;
- To ensure stock of supplies is adequately maintained and cleaning equipment are in good working condition;
- Advise the housekeeping office of any lost property and valuable and return these to the office as soon as possible;
- Report any guest complaints, incidents of suspicious persons on the floor to the Housekeeping Supervisor;
- Ensure a high standard of cleanliness of corridor and service areas;
- To maximize recycling opportunities while it is not jeopardizing quality assurance;
- To report for duty punctually wearing the correct uniform and name tag at all times;
- To provide a courteous and professional service at all times;
- To maintain good working relationships with your own colleagues and all other departments;
- Take extreme care with personal grooming in order to maintain a consistently high level of professional appearance.

### **Job Requirements**

- Candidate must possess at least a SPM/STPM, Diploma or equivalent;
- Fresh graduates are encourage to apply;
- Pleasant personality with a friendly approach and well groomed;
- Enjoy providing top services towards customers;
- Must be responsible, hardworking and have pleasant personality;
- Ability to work on shift;
- Ability to work in a fast-paced environment;
- Able to work independently under minimum supervision;
- Part-time / Full-time position(s) available.