



## **EVENING SHIFT ROOM ATTENDANT JOB DESCRIPTION**

Hours: 1:30 PM to 10 PM

Schedule: Flexible

Department: Housekeeping

### **Basic Job Description:**

The Evening Room Attendant is responsible for cleaning guest rooms as assigned, and preparing rooms for our guests to retire comfortably for the evening. Other duties include, but are not limited to maintaining the cleanliness of hotel common space and "back of house" areas. The Evening Room Attendant must ensure the Ivy's established standards of cleanliness. He or she is responsible for reporting any maintenance deficiencies and handling guest requests. All team members must ensure the confidentiality and security of all guest rooms.

The Evening Room Attendant is responsible for executing any reasonable task requested by his/her manager or supervisor.