



Holiday Inn Winnipeg Airport West

2520 Portage Avenue, Winnipeg, Manitoba, R3J 3T6
T: (204) 885-4478 F: (204) 832-7424

Room Attendant

What is the job?

As a Room Attendant – you'll make sure our rooms and suites are always 'fresh and welcoming' for our guests after a busy day at work – creating a haven for them to escape and relax in - or get a bit of last minute work done.



Your day to day

- You'll make sure our rooms are always at their best - we have standards - but it's down to you to make that room special and memorable for guests
- Attend to guests' requests for extra supplies or other items
- Keep your supervisor updated on any room repairs needed
- Sweep, mop and wash floors, dust furniture, vacuum carpeting, area rugs, draperies and upholstered furniture
- Make beds and change sheets
- Distribute clean towels and toiletries
- Stock linen closet
- Report, turn in, and/or log all lost and found items according to established procedures
- Clean, disinfect and polish kitchen fixtures and appliances
- Clean and disinfect bathrooms and fixtures
- May regularly assist with deep cleaning projects
- Pick up debris and empty trash containers
- Ensure that assigned bedrooms, corridors, vending areas and other areas are properly cleaned
- Attend to guests' requests for extra supplies or other items - you'll be happy to help if someone needs a toothbrush, directions or needs basic information on our facilities

The statements in this job description are intended to represent the key duties and level of work being performed. They are not intended to be ALL responsibilities or qualifications of the job.



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What we need from you

- Experience – 0-6 months, onsite training provided
- Work as part of a team and communicate with other departments as per hotel procedures to ensure excellent quality and service. Report any issues to Executive Housekeeper
- Be accountable and responsible of the cleanliness of all public areas
- Is familiar with and follows all hotel safety and accident prevention procedures
- You'll be on your feet most of the day with occasional lifting of items up to 25 lbs and or push/pulling heavy objects
- Follow provided checklists to ensure that all standards are maintained consistently
- A great team player able to work effectively with Front Desk, Maintenance Department, and fellow co-workers

Job type

Full-time and Part-time available

Salary

\$12.00 - \$13.00 per hour, based on qualifications

Schedule

- 8 hour shift
- Day + Weekend shift
- Holidays



How to Apply

Please submit your resume to Maria Silva, Executive Housekeeper at msilva@airportwest.com

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