

# HRC GROUP

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## PUBLIC AREAS ATTENDANT

### POSITION SUMMARY:

Keep all lobbies and public facilities (such as lobby restrooms, telephone area, the front desk, and offices) in a neat and clean condition. You will promote a positive image of the property to guests and must be pleasant, honest, friendly and should also be able to address guest requests and problems.

### DUTIES AND RESPONSIBILITIES:

1. Clean rooms, hallways and restrooms.
2. Clean and maintain restaurants and banquet halls.
3. Sweep carpets.
4. Empty ashtrays and urns.
5. Polish furniture and fixtures.
6. Vacuum and polish elevators.
7. Keep the front of the hotel free from trash.
8. Clean rugs, carpets and upholstered furniture using a vacuum cleaner, broom and shampoo machine.
9. Wash walls and ceilings, move and arrange furniture, and turn mattresses.
10. Sweep, mop, scrub, wax, and polish floors.
11. Dust and polish metal work.
12. Collect solid linen supplies in floor linen closets.
13. Maintain housekeeping cart.
14. Remove trash collected by room attendants.
15. Responsible for upkeep of all the equipment which he is using i.e., Vacuum cleaner, trolleys, Scrubbing machine.
16. Responsible for maintaining a time schedule for cleaning of their areas.
17. Responsible for spring cleaning of their area as per the schedule given to them.
18. Authorised to enter into offices for maintenance or other activities like pest control, shampooing of carpet etc.

### PREREQUISITES:

Physical mobility and stamina required, Ability to follow instruction, Detail-oriented, Professional attitude is required, Ability to work independently.

Experience: Previous hotel-related experience desired but not necessary

If you feel you are the right person for the please send your resume to [jobs@hrc.com.au](mailto:jobs@hrc.com.au) stating the position that you are applying for.