



JOB VACANCY-ROOM ATTENDANT

The Eco-Industrial Development Company of Tobago (E-IDCOT) Ltd is a private limited liability Company established by the Tobago House of Assembly (THA) to assist in the diversification of the Tobago economy through the promotion of environmentally sustainable production and the provision of project management services on the island.

The Company is responsible for the operations of the Manta Lodge Hotel and Dive Centre and invites applications from suitably qualified persons for the position of **Room Attendant**.

Job Summary

Cleans guest rooms and replaces required supplies. Vacuums carpet and cleans windows. Ensures carts are clean and stocked with cleaning and room supplies. Completes assignment sheets. Reports room status discrepancies and maintenance problems to Executive Housekeeper. Cleans assigned public and housekeeping areas.

Job Responsibilities

- Responds in a courteous manner to all guest questions, complaints, or requests.
- Responsible for general cleanliness and order of guest rooms, hallways and public areas.
- Follows designated step-by step procedures for complete cleaning of all rooms assigned.
- Assists other maids when requested to do so by the supervisors in order to finish the rooms promptly.
- Reports any damages to engineering department promptly with work orders/maintenance request orders completed properly.
- Reports any room changes to supervisors for prompt action to front desk.
- Maintains work cart in clean and organized fashion at all times. Stock cart for the next day's work.
- Promptly completes any additional tasks required by the housekeeping department.
- Reports to work on time as scheduled and in proper uniform.
- Is cognizant of employee and guest property and security.
- Understands and complies with OSHA mandated programs as it relates to labeling, using and storage of chemicals.
- Complies with all policies and procedures.
- Performs miscellaneous duties as assigned.

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- Maintains a favorable working relationship with all other company employees to foster and promote a cooperative and harmonious working climate.
- Performs other duties as assigned, requested or deemed necessary by management.

Education and Job Experience

1. High school diploma is required.
2. Minimum 1 year of related experience

Any other suitable combination of qualifications and experience may be considered.

Knowledge, Skills and Abilities

- Lifting up to 50 lbs., pushing or pulling cart up to 200 lbs.
- While performing the duties of the job, the employee is regularly required to lift boxes, mattresses, box springs, furnishings and assist maintenance departments.
- Bending/kneeling - occasionally during shift when needed to lift or load luggage into van or onto cart.
- Mobility - walking up to 1/10 mile frequently during shift.
- Continuous standing - to wait for arriving guests, frequently during shift.
- Climbing stairs up to 50% of 8 hours.

Material / Equipment Used

- Chemicals/Agents used: Frequent exposure to cleaning products related to general cleaning.
- Equipment - operate vacuums, floor extractors, mop and mop bucket, window cleaning and other equipment.

Environment

Work inside 50% of an 8-hour shift and outside 50% of an 8-hour shift.

Application along with Curriculum Vitae and copies of certificates should be **emailed** no later than **4.00 p.m.** on **Friday 29th, December 2023**, addressed to:

The Human Resource Officer
Eco-Industrial Development Company of Tobago (E-IDCOT) Ltd
Isaac T McLeod Building, Cove Eco-Industrial and Business Park
Canoe Bay Road, Cove Estate, Tobago.
E-mail address: hr.officer@e-idcot.co.tt

Unsuitable applications will not be acknowledged.