



JOB VACANCY-HOUSE 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 and Dive Centre and invites applications from suitably qualified persons for the position of *House Attendant*.

Job Summary

Responsible for managing and preparing the property's linen supply to ensure adequate inventory levels are maintained. Assists with guest room cleaning and housekeeping duties as needed to support daily operations and maintain cleanliness standards of the Hotel.

Job Responsibilities

1. Respond in a courteous manner to all guest questions, complaints, or requests.
2. Assists housekeepers with guest room cleaning duties as needed and completes assigned room cleaning tasks as directed by the Rooms Supervisor, ensuring guest rooms are maintained according to established cleanliness and service standards.
3. Assist the laundry attendants with their duties.
4. Ensures all linen and waste materials are properly disposed of in designated areas, maintaining cleanliness, organization, and compliance with housekeeping procedures.
5. Ensures necessary housekeeping supplies are delivered and readily available on guest floors and at the front desk as required, supporting efficient daily operations and maintaining service standards.
6. Removes soiled linen from housekeeping carts and replaces it with clean linen supplies, ensuring carts are properly stocked and ready for daily housekeeping operations.
7. Responsible for stocking all storage rooms with supplies.
8. Compliance with all policies and procedures.
9. Compliance with all OSHA mandated programs.
10. Assist in folding linen and cleaning of public areas.
11. Must follow all safe lifting policies and procedures.
12. Must communicate in a professional manner with all staff members.
13. Maintains security for guests and property by ensuring that room doors are locked at all times and all storage areas are secure.
14. Reports suspicious activity by guests or others and observes all security and safety regulations.
15. Assist the maintenance department in miscellaneous duties as assigned.

16. Maintains a favorable working relationship with all other company employees to foster and promote a cooperative and harmonious working climate.
17. At all times projects a favorable image of the Hotel to the public
18. Presents a clean and professional appearance at all times.
19. Maintains a friendly, cheerful, and courteous demeanor at all times.
20. Perform any other duties as required by the job function.

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

1. Lifting up to 50 lbs., pushing or pulling cart up to 200 lbs.
2. While performing the duties of the job, the employee is regularly required to lift boxes, mattresses, box springs, furnishings and assist maintenance departments.
3. Bending/kneeling - occasionally during shift when needed to lift or load luggage into van or onto cart.
4. Mobility - walking up to 1/10 mile frequently during shift.
5. Continuous standing - to wait for arriving guests, frequently during shift.
6. 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.

Instructions for Applicants

Applications **must** be submitted via **email** to careers@e-idcot.co.tt and should include a cover letter and detailed Curriculum Vitae addressed to:

The Human Resources Department
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.

The cover letter and email subject **must** state the position being applied.

Applications are to be emailed no later than **4.00 p.m.** on **Tuesday 11th August 2026**. Late or incomplete applications will not be considered.

We thank all applicants for their interest; however, only shortlisted candidates would be contacted.