



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 and Dive Centre and invites applications from suitably qualified persons for the position of ***Room Attendant***.

Job Summary

The Room Attendant is responsible for maintaining the cleanliness, presentation, and overall condition of guest rooms and assigned public areas to ensure a comfortable and welcoming environment for guests. This role includes cleaning guest rooms, replenishing linens and amenities, vacuuming carpets, cleaning windows, and ensuring housekeeping carts are clean, organized, and fully stocked with the necessary supplies. The Room Attendant also completes daily assignment sheets, reports room status discrepancies and maintenance issues to the Rooms Supervisor and helps maintain high standards of cleanliness and operational efficiency throughout the property.

Job Responsibilities

1. Responds in a courteous manner to all guest questions, complaints, or requests.
2. Responsible for general cleanliness and order of guest rooms, hallways and public areas.
3. Follows designated step-by step procedures for complete cleaning of all rooms assigned.
4. Assists other workers within the department when requested to do so by the supervisors in order to finish the rooms promptly.
5. Reports any damages to the maintenance department promptly with work orders/maintenance request orders completed properly.
6. Reports any room changes to supervisors for prompt action to front desk.
7. Maintains a clean, organized, and fully stocked housekeeping cart at all times, ensuring all necessary supplies are available to efficiently complete daily assignments and prepare the cart for the following day's work.
8. Promptly completes any additional tasks required by the housekeeping department.
9. Reports to work on time as scheduled and in proper uniform.
10. Is cognizant of employee and guest property and security.
11. Understands and complies with OSHA mandated programs as it relates to labeling, using and storage of chemicals.
12. Complies with all policies and procedures.
13. Maintains a favorable working relationship with all other company employees to foster and promote a cooperative and harmonious working climate.
14. 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.