



**CLUB DONATELLO**

***CLUB DONATELLO IS A FOUR STAR GOLD CROWN BOUTIQUE OWNERS CLUB  
PROVIDING AN INTIMATE AMBIANCE IN THE HEART OF SAN FRANCISCO'S UNION SQUARE***

**JOB TITLE:** Room Attendant

**DEPARTMENT:** Housekeeping

**REPORTS TO:** Supervisors of Club Room Operations

**F.L.S.A STATUS:** Non Exempt- Full Time Position

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**PAY AND BENEFIT PACKAGE:** Starting pay rates will depend on experience

Position Purpose: To clean and stock assigned Club Room, provide Mini bar services to all 45 Club Rooms and other working areas to ensure Club Donatello high standard of cleanliness and service.

**EXAMPLE OF DUTIES:**

**ESSENTIAL FUNCTIONS: (Room Attendant) May Include but is not limited to:**

- Clean bathtub, toilet, sink, walls, mirrors, tiles, counters and floor surfaces using cloths, sponges, brushes and/or cleaning agents by extending arms over head, bending and stooping.
- Strip and make beds, changing bed linens may require lifting a maximum of 40 lbs.
- Dust all furnitures, picture frames, drawers, window ledges, shelves and all electronic equipments thoroughly.
- Push and pull vacuum throughout entire room and empty trash.
- Replenish amenities, including service items, linens and all other supplies in Owners/Guests Room.
- Push/pull and restock heavy cart. Visually inspect room for cleanliness and appearance and signify completion of room.
- And any other Duties assigned by Manager on duty

**ESSENTIAL FUNCTIONS: (Mini bar Attendant)**

- Replenish Mini bar products/ in room coffee in all 45 Club Rooms
- Vacuum 3 Club Donatello hallways
- Count linens/towels and send out of laundry and Organize Room Attendants closets
- Obtains amenities and supplies for Room Attendants
- And any other duties assigned by the Manager on duty

## **QUALIFICATIONS STANDARDS**

### **EDUCATION:**

Any combination of education and experience that provides the required knowledge, skills and ability. High School graduate preferred.

### **EXPERIENCE:**

Previous janitorial and housekeeping experience preferred.

### **GROOMING:**

All Team Members must maintain a neat, clean and well groom appearance.

### **OTHER:**

Prefer basic understanding of English language.

### **SUPPORTIVE FUNCTIONS:**

In addition to performance of the essential functions, this position may be required to perform a combination of the following supportive functions, with the percentage of time performing each function to be solely determined by the Manager upon the particular requirements of the Club.

- Responds to Owners and Guests questions. Provides Owners/Guests assistance, direction and information requested.
- Report all suspicious persons or activities, hazardous conditions, etc. to the Safety/Security Department.
- Provides instructions and/or guidance to Owners/Guests and Team Members in fire or other emergency situations.
- Other duties assigned by the Club Rooms Operations Manager.

### **SPECIFIC JOB KNOWLEDGE, SKILL AND ABILITY**

The individual must possess the following knowledge that he or she can perform the essential functions of the job, with or without reasonable accommodation, using some combination of skills and abilities.

- Knowledge of stain removal and chemical cleaning agents and operations of different types of equipments.
- Ability to lift, bend, stoop, walk, push or pull heavy equipment and stand for extended period of time. Lifting may include equipment or furniture weighing up to 100 lbs.
- Basic ability to comprehend English language sufficient to understand and communicate information for reasons such as safety and security