1. Disposed of trash and recyclables each day to avoid waste buildup.
2. Completed laundry services with special attention to care instructions, including hand-washing and dry cleaning.
3. Replenished guest room supplies, including water glasses, toiletries, and paper products.
4. Cleaned guest rooms and changed linens according to company specifications, ensuring that each room was in compliance with standard set up.
5. Mentored newly hired room attendants on company policies, cleaning procedures and customer service techniques.
6. Vacuumed, dusted and maintained common areas, including hallways and waiting areas at elevators.
7. Removed bed sheets and towels from rooms and pre-treated stains to maintain and restore linen condition.
8. Kept building entryway glass clean and polished for professional presentation.
9. Promptly delivered extra linens, paper products and toiletries to guest rooms upon request.
10. Maintained inventory of items that were placed in each guest room.
11. Operated [Equipment] and used chemicals by following all safety protocols and procedures to avoid burns and injuries.
12. Engaged with guests on room requirements and amenities to promote overall satisfaction.
13. Slid beds, sofas and [Type] furniture aside to wipe down baseboards and remove dust and dirt from hard-to-reach areas.
14. Trained new [Job title]s on all departmental procedures and provided assistance in finding necessary [Type] items and cleaning supplies.
15. Responded to requests from patrons for linens and [Type] items, boosting satisfaction rates on company scorecards [Number]%.
16. Maintained linen cart so that it was neat and organized.
17. Hand-dusted and wiped down office furniture, fixtures and window sills to keep areas clean and comfortable.
18. Restocked room supplies such as facial tissues for personal touch with every job.
19. Picked up trash from parking lot and garden areas to keep those areas free of debris.
20. Responded to guest requests for assistance, toiletries and personal care items.