
Your company, your values, your career!

**ROOM ATTENDANT
TEKARRA LODGE, JASPER, ALBERTA**

Our culture is rooted in our values and leadership accountability; and as part of that culture we believe in the growth and development of our Ambassadors. Join us and be a part of an exciting place to work. As a Room Attendant you will provide Coast Hotels' standards of cleanliness within assigned areas of the Lodge.

Duties and Responsibilities:

- Attend to guests request for extra supplies and handle basic inquiries
- Handle items left by guest as per hotel lost and found policy
- Ensure guest privacy is protected and the security of guests and property when completing tasks
- Follows established procedures and policies for the cleaning and making up of rooms
- Ensures that all room amenities are in place, and that all drapes, sheers, windows are closed and locked prior to room completion
- Follow all of the Company's policies, rules, systems and procedures as outlined in the Coast Hotels Operating Standards Manual
- Stocks supply cart and caddy to ensure adequate supplies, and equipment are in good working order
- Help organize and stock, and maintain clean work areas at all times
- Reports maintenance issues
- Disposes of garbage carefully, recycle items according to house policy
- Works closely with all members of the Housekeeping team, communicating necessary information
- Reports any guest incidents, accidents or deficiencies immediately
- Must be completely familiar with hotel emergencies, including fire alarms and medical emergencies
- Works in accordance with safe work practices and Health and Safety policies
- Perform any other job related duties as assigned by the Housekeeping Supervisor or Housekeeping Manager.
- Other duties as required

Qualifications & Skill Requirements:

- Must be available to work a varied work schedule including days, evenings, weekends and holidays
- Previous hospitality cleaning experience an asset
- Previous WHMIS training an asset
- Good oral communication in the English language is required and Reading Text
- Physical mobility and stamina; repetitive tasks, standing for long periods of time, bending, crouching and kneeling
- Self motivated team player with demonstrated interpersonal skills required
- Demonstrated ability to work in a fast paces, multi-tasking, multi-functional team environment required
- Personal alignment with Coast's 5 core values and corporate culture required

Additional information:

- Position begins early May 2018 and run until early October 2018
- Staff Accommodations available
- All positions will receive required training to fulfill duties & responsibilities

Coast Hotels offers a variety of benefits, including competitive wages & benefits, employee discounts, training & development, career advancement opportunities and more!

Please submit your resume with cover letter to:
People & Culture Department
Tekarra Lodge
Email: hr.tekarralodge@coasthotels.com

*Coast Hotels is an Equal Opportunity Employer
Coast Hotels would like to thank all interested applicants.
Only those selected for an interview will be contacted.
Join us and be part of an exciting place to work!*