



The Sutton Place Hotel

JOB DESCRIPTION

ROOM ATTENDANT (PART TIME) – THE SUTTON PLACE HOTEL, TORONTO

Takes Direction from: Director of Housekeeping/ Assistant Executive Housekeeper/Administrative Assistant

Duties and Responsibilities:

1. To ensure that each guest is checked into a superior, well maintained clean room
2. Actively participates as part of a team in assuring our guest's comfort, cleanliness and good service.
3. Maintains and cares for all cleaning materials and equipment
4. Knowledge of proper Fire, Health & Safety and WHMIS procedures
5. Prepares guest rooms for cleaning.
6. Clean assigned guest rooms to company standards.
7. Checks all guest rooms' assigned and secure rooms daily.
8. Ensures that all proper tools given to do the job are used.
9. Keeps work areas clean and tidy (Cabana, Linen cart).
10. Report all Lost & Found items to the Housekeeping Department.
11. All other duties as required.

Job Requirements:

1. Previous Experience in a luxury hotel.
2. Flexible schedule and must be available Saturday & Sundays.
3. A post secondary education in Hospitality would be an asset, but not required.

We thank all applicants for their interest in The Sutton Place Hotel; however only those selected for an interview will be contacted.

Please Mail, Email, Fax your resume (or Apply On_Line) to:

The Sutton Place Hotel - Toronto
Attention: Human Resources
955 Bay Street, Toronto, Ontario M5S 2A2 FAX: 416-324-5629 Email: careers@suttonplace.com

The Sutton Place Hotel is committed to Employment Equity within the organization and encourages qualified women, Aboriginal persons, persons with disabilities and visible minority group members to apply.