

Company: **Westin Hilton Head Island Resort & Spa**

Position: *Room Attendant*

Location: *Hilton Head Island ,SC*

Host Company Description

Refined Rejuvenation
Located within the gracious Port Royal Plantation, The Westin Hilton Head Island Resort & Spa is set on a pristine stretch of sandy white beach along the Atlantic. Grab a chair and relax, take time out for yourself at our Heavenly Spa by Westin(sm) or get on a bike and explore.

Inviting Choices
Whether it's on one of the three Port Royal championship golf courses, our award-winning tennis courts, planning the perfect wedding or simply watching the day go by from a lounge chair by one of our pools-we offer endless ways to renew.

Delightful All Around
Each guest room in our Hilton Head Resort comes with its own private patio or balcony-allowing you to enjoy the naturally soothing surroundings of Hilton Head Island, in addition to the comfort of the Old South décor.

Job Description:

POSITION PURPOSE

Clean guest rooms in accordance with established quality and performance standards to allow a sufficient quantity of vacant and clean guest rooms for sale. Clean occupied guest rooms.

ESSENTIAL FUNCTIONS

*AVERAGE %
OF TIME*

80% Clean and reset guest bedroom and bathroom areas according to established standards.

15% Organize and stock cleaning cart and organize linen closets on floors assigned.

5% Complete accurately, and in a timely manner, any assigned paperwork.

Other:

Regular attendance in conformance with the standards, which may be established from time to time, is essential to the successful performance of this position. Employees with irregular attendance will be subject to disciplinary action, up to and including termination of employment.

Due to the cyclical nature of the hospitality industry, employees may be required to work varying schedules to reflect the business needs of the hotel. In addition, attendance at all scheduled training sessions and meetings is required.

Upon employment, all employees are required to fully comply with Starwood rules and regulations for the safe and effective operation of the hotel facilities. Employees who violate hotel rules and regulations will be subject to disciplinary action, up to and including termination of employment.

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 based upon the particular requirements of the hotel.

- Perform general cleaning tasks using standard hotel cleaning products to adhere to health standards.*
- Perform other duties as requested, such as cleaning unexpected spills and executing special guest requests.*
- Assist other housekeeping employees in maintaining clean and*

Job

Job Number: 66655

Job Requirements: Employer interview required for final hiring decision.

Experience

No prior experience required. Prior hospitality experience desired.

Possible to move within company? No

Required Skills:

SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES

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

- Must be able to speak, read, write and understand the primary language(s) used in the workplace.*
- Must be able to read and write to facilitate the communication process.*
- Requires good communication skills, both verbal and written.*
- Must possess basic computational ability.*
- Working knowledge of applicable sanitation standards.*

Physical Demands

- Most work tasks are performed indoors. Temperature is moderate and controlled by hotel environmental systems.*
- Must be able to stand and exert well-paced mobility for up to 4 hours in length.*
- Must be able to lift up to 50 lbs. on a regular and continuing basis.*
- Must be able to push and pull carts and equipment weighing up to 250 lbs. on a regular and continuing basis.*
- Must be able to exert well-paced ability in limited space.*
- Must be able to bend, stoop, squat and stretch to fulfill cleaning tasks.*
- Must be able to exert well-paced ability to reach different floors of the hotel on a timely basis.*
- Requires grasping, writing, standing, sitting, walking, repetitive motions, bending, climbing, listening and hearing ability and visual acuity.*
- Talking and hearing occur continuously in the process of communicating with guests, supervisors and other employees.*
- Vision occurs continuously with the most common visual functions being those of near vision and depth perception.*
- Requires manual dexterity to use and operate all necessary*

Compensation

Pay Rate:	\$9.00 per hour
Tips and other comp:	None
Expected Minimum Hours:	Average of 32 hours per week
Estimated overtime:	None
Expected schedule:	You will work Monday through Friday as well as weekend. Holidays are also required. Your employer will provide you your schedule during your new employee training.
Second Job Possible?	true
Second Job Notes:	A second job is possible but it cannot interfere with your work, whatsoever, at the Westin Hilton Head Island Resort & Spa
Meal Discounts:	None

Policies

Drug Screening:	
Dress Code (incl. Uniforms):	Employer provided
Grooming:	
Additional info:	

Housing

Housing Provided:	
Housing Information:	Shared apartments are available and provided by this employer. Your employer will also provide shuttle transportation to and from work.
Housing costs (estimate):	\$90.00 per week
Additional costs:	Deposit?
Housing features:	Basic furnished apartments for students

Area

Area Description:	Hilton Head is rich in outdoor activities but also rich in culture and history. Listed below are a few ideas of activities that are offered throughout the year to enhance your vacation and your stay. For more details, please contact our Concierge on property and they will be happy to assist you in planning your perfect vacation. Hilton Head Island year-round activities: * Arts Center of Coastal Carolina * Coastal Discovery Museum * Hilton Head Island Orchestra * Hilton Head Jazz Society * Hilton Head Island Choral Society * Harbour Town Marina & Lighthouse * Sea Pines Forest Preserve * Pinckney Island National Wildlife Refuge * Audubon-Newhall Island Outdoor & Adventuresome Activities: * Dolphin Watch Cruises * Bird Watches * Kayaking/Canoeing * Crabbing Excursions * Horseback Riding * Fishing * Sailing * Waterskiing * Windsurfing * Rollerblading * Biking * Junior Golf and Tennis Instruction and clinics * Miniature Golf * Waterslide Parks * Bowling
Average Temperature:	Spring is 60 to high 70 Fahrenheit. Summer is hotter at 80 plus Fahrenheit

Altitude: sea level
Nearest Major Cities: Charleston, SC Savannah, GA Charlotte, NC
Information Websites: <http://deals.westin.com/Westin-Hilton-Head-Island->
Things to Do: Beaches, shopping, nightlife, restaurants; parks
What to Wear: Light cotton clothing-shorts, t-shirts, tank tops, jeans. Also bring sandals and athletic wear.

Travel

Recommended Airport: Charlotte, NC (CLT)
Travel Instructions: Students can book a domestic flight into Hilton Head Island Regional Airport OR into SAV from the international airports listed above. Students can take a taxi from Savannah directly to Hilton Head Island. The costs is approximately \$75 for 2 people and \$10 for each person over 2 (a maximum of 4 people per taxi).
Nearest Bus Station: Beaufort, SC
Nearest Train Station: Savannah, GA
Transportation to Host Company: Charlotte, NC (CLT) or Atlanta, GA (ATL). Both CLT and ATL have non-stop regional flights to SAV airport or Hilton Head Regional airport.
Reporting Instructions: Report to your employer upon arrival.
Estimated days from arrival before starting work: Within one week

Social Security

Nearest Social Security Office: SOCIAL SECURITY
2212 MOSSY OAK RD
PORT ROYAL, SC 29935
Instructions for obtaining card: After your arrival you must check in with Intrax immediately. Some U.S. Social Security Offices require international visitors wait 10 days after their U.S. arrival before applying for their social security number. Once you provide your employer with a receipt of social security card application you may start working.

Contact Information

Company Address Line 1: 2 Grasslawn Avenue, 29928
Company Address Line 2:
City: Hilton Head Island
State: SC
ZIP/Postal Code: 29928
Supervisor Name: Megan Croll
Phone: (843) 681-1051