

Title:	Public Areas Attendant
Reports To:	Executive Housekeeper
FLSA Status:	Nonexempt: Part-Time, Hourly

Overview:
<p>The Public Areas Attendant ensures exceptional cleanliness and presentation throughout guest-facing and back-of-house public spaces at Charley Creek Inn. This position is responsible for maintaining lobbies, corridors, restrooms, meeting areas, and other shared spaces according to established cleanliness and safety standards. Public areas work is a specialized skill set requiring focused attention to detail and consistency; individuals in this role typically bring extensive experience in public-space cleaning and excel in maintaining high-traffic environments. While this position may assist with guest room assignments as needed, the primary responsibility and strength of the role is the ongoing care, appearance, and upkeep of all public areas to ensure a welcoming and well-maintained experience for guests.</p>

<p>Essential Duties and Responsibilities (Note: Other duties may be assigned) <i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.</i></p>
<ul style="list-style-type: none"> • Maintains cleanliness and presentation of all public areas including lobby, corridors, stairwells, elevators, public restrooms, meeting spaces, and exterior entryways. • Performs routine and deep cleaning tasks such as dusting, vacuuming, mopping, polishing, sanitizing, and waste removal in high-traffic areas. • Monitors public spaces throughout shift to ensure consistent appearance and promptly addresses spills, debris, or maintenance concerns. • Restocks restroom supplies and ensures fixtures, mirrors, and floors meet established cleanliness standards. • Assists with room cleaning assignments as directed, while maintaining primary focus on public area upkeep. • Follows all safety procedures and proper handling guidelines for cleaning chemicals and equipment. • Reports maintenance issues, safety hazards, or repair needs promptly to Executive Housekeeper • Supports event setup and breakdown needs related to cleanliness and public space readiness. • Maintains equipment in clean and working order; notifies Executive Housekeeper of repair or replacement needs.

- Contributes to a positive guest experience by responding courteously to guest requests and maintaining professional appearance and conduct at all times.

Responsibilities are subject to change and increase as the position evolves.

Knowledge, Skills and Abilities

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- **Adaptable and Eager to Learn:** Flexible in dynamic environments with a drive for continuous growth.
- **Strong Communication:** Skilled in delivering clear communication and in building relationships.
- **Time Management and Attention to Detail:** Efficiently prioritizes tasks and ensures high-quality results.
- **Customer-Centric:** Focuses on delivering exceptional customer experiences.
- **Results-Oriented:** Consistently achieves goals on time and within budget.

Education and/or Experience

High School Diploma or equivalent preferred, with 1–2 years of experience in hotel housekeeping, public space cleaning, or related custodial services; or equivalent combination of education and experience.

Environment and Physical Demands

The physical demands described here are representative of those an individual must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Office environment and hotel environment.
- Constant walking and standing; frequent bending, stooping and reaching.
- Occasionally lift up to 50 lbs. with the ability to push or pull more than 50 lbs.
- Ability to work effectively in a fast-paced, service-oriented environment.
- Ability to use visual, auditory, and physical coordination skills required for hospitality operations and guest interaction.
- Ability to operate cleaning equipment and related tools; basic ability to use phones or other communication devices as needed.



Job Description

Other Requirements
Position requires evening and weekend hours.