[Your Name Surname]

[Cell number]
[Email address]
[Area/Suburb, City]
[LinkedIn profile link - optional]

PROFILE

Room Attendant with [X]+ years' experience in hotel housekeeping. Skilled in preparing guest rooms to standard under time pressure (beds, bathrooms, floors and amenities), linen handling, and safe use of cleaning chemicals. Known for attention to detail, guest privacy, and reliable shift attendance. Available for day shifts / weekend shifts / public holidays.

KEY SKILLS

- Room cleaning to hotel standard (beds, bathroom, floors, dusting)
- Linen control: stripping beds, separating soiled linen, bagging/counting
- Amenities restock (soap, tissues, tea/coffee station) and reporting shortages
- Safe chemical use (labels, dilution, PPE, ventilation)
- Spot-check inspections and self-check before sign-off
- Guest privacy and lost-and-found procedure
- Reporting maintenance issues (leaks, broken lights, damaged fittings)
- Time management and working to a room allocation list
- Teamwork with supervisors, laundry and maintenance staff

WORK EXPERIENCE

Room Attendant / Housekeeper

[Hotel/Guesthouse Name], [City] | [Month Year] – [Month Year or Present]

- Cleaned and prepared allocated rooms daily, including bed-making, bathroom sanitising, vacuuming/mopping, dusting and mirror/glass finishing.
- Worked to check-out/check-in deadlines and ensured rooms were inspection-ready for supervisor sign-off.
- Replaced linen and towels; separated and bagged soiled linen for laundry and followed linen control procedures.
- Restocked guest amenities and minibar/tea station items (where applicable) and reported low stock to the supervisor.
- Handled guest belongings with discretion; followed lost-and-found procedure for items left behind.
- Reported maintenance issues (leaks, blocked drains, broken plugs, damaged furniture) to reduce guest complaints.
- Used cleaning chemicals safely (PPE, correct dilution, label checks) and followed hygiene and safety routines.

Domestic Worker / Cleaner

[Employer/Company Name], [City] | [Month Year] – [Month Year]

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- Provided detailed cleaning services (floors, bathrooms, kitchens, dusting) and kept cleaning supplies organised.
- Planned tasks to finish within agreed time and maintained consistent standards.
- Was trusted with keys, alarm codes and valuables; maintained confidentiality and respect for the household/property.

EDUCATION
[Highest qualification e.g. Matric / Grade 11 / Grade 10]
[School Name], [Town/City] | [Year]

CERTIFICATES (optional)
[Short Course / In-house training], [Provider], [Year]
[Health & Safety / First Aid / Hygiene training - if true], [Provider], [Year]

REFERENCES
Available on request.

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