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# Example of Bell Attendant Job Description

Our innovative and growing company is looking to fill the role of bell attendant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for bell attendant

* Assists in arranging taxi or other transportation service for guests traveling outside shuttle’s service area
* Keeps shuttle fueled and reports maintenance issues to engineering for prompt repair arrangement
* Picks up needed materials locally for departments when orders or other shipping arrangements cannot be made
* Meet and greet all guests arriving and departing the hotel in a friendly and helpful manner
* Verify arrival and departure details and arrange luggage handling, storage, security and transportation and other services requested by guests
* Safely valet park vehicles into the car park
* Promptly taking guest luggage efficiently to and from the guestrooms
* Assist Concierge with basic functions
* Escort guests to rooms and familiarize them with hotel services and amenities (hours of outlets, exercise room, etc)
* The Bell Attendant is stationed at the bell stand inside the hotel and greets each guest by name upon arrival and departure

## Qualifications for bell attendant

* The ability to pull luggage carts with weight of up to 200 pounds
* Must hold a full NZ drivers license (able to drive manual & automatic)
* Previous experience in a 4 or 5 star hotel essential
* Opera knowledge desirable
* Must be able to work all shifts including, AM's, PM's, ON's, weekends, and holidays
* Candidate must be able to work a flexible shift including evenings, weekends, and holidays