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# Example of Bell Attendant Job Description

Our company is growing rapidly and is hiring for a bell attendant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for bell attendant

* Picks up guests’ luggage upon departure and transfers to proper form of transportation or delivers for storage
* Provides fast and flawless guest service by supplying guests with information regarding Hotel/Casino amenities, special events, and travel directions
* Resolves service issues according to established guidelines
* Greet guests and take luggage to guestrooms promptly when checking in and upon checking out, check and secure guests' luggage until departure
* Hail taxicabs and answer inquiries, carry luggage to the curb to meet transportation
* Provide the guest(s) with information about their stay, the hotel, and answer questions
* When the concierge is not available, book tours and assist with general information inquiries
* Keep bell closet clean and neat, polish and clean bell carts daily, keep lobby area and public areas clean and tidy, deep clean other assigned areas
* Submit all found articles accompanied by a Lost & Found Report
* Assist valet when they are busy, cover for lunch breaks

## Qualifications for bell attendant

* Ability to drive manual transmission when needed
* Ability to stand for the entire shift - 8 hours/day
* Flexible availability - able to work AM or PM shifts, weekends and holidays
* Important that all applicants have a valid work permit for Canada at the time of submitting their application
* Applicants must have a clean driving record and be capable of driving both standard and automatic vehicles
* This position will involve varying shifts including overnights, weekends, and holidays