Downloaded from <https://www.velvetjobs.com/job-descriptions/front-desk-attendant>

# Example of Front Desk Attendant Job Description

Our company is hiring for a front desk attendant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for front desk attendant

* Responsible for seeing that daily assignments and side work is completed in their respective areas, to meet Club standards and as communicated in the Star Service FOCUS expectations (ie orderly/organized work areas, consistently sanitary work areas, refill/stock containers and supplies)
* Responsible for the completion of additional duties as assigned periodically by the F&B Director, Service Director, Private Events Director
* Ensuring the cleanliness of the fitness center and surrounding areas
* Log in all contractors
* Connect Members throu
* Complete additional duties as assigned by Coordinator of Student Life and Development
* Connect M
* Serve as the face of the spa assisting guests with appointment check in, check out, and reservations
* Assist guests in boutique product and salon and spa service selection in conjunction with the recommendations of the service technicians
* Attend to food and beverage services and spa guest needs

## Qualifications for front desk attendant

* The Front Desk Attendant position requires Hospitality/Hotel/Condo Front Desk experience with preferred training/education from a Hospitality Program, University, or company that has a solid Hospitality Service training program
* Weekends and holidays only
* Typical shifts will be 5am - 12noon, 7am - 3pm and 3pm - 11pm
* Must be able to work a flexible schedule - three to four days a week, including days, nights and weekends
* Must be willing to work shift work, 24hr desk
* Experience, education, or interest in health and wellness preferred