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# Example of Lobby Attendant Job Description

Our innovative and growing company is looking for a lobby 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 lobby attendant

* To service all the men’s and ladies’ public and associate restrooms and locker rooms
* Respond to all guests requests efficiently and in an appropriate manner
* Service executive offices
* Ensures that the hotel pool house and fitness center are serviced throughout the day
* Assist with steaming and pressing of guest laundry
* Service lobby and lower lobby pre-function space
* Ensure main guest entrance and Onion Creek Grille entrance are neat and clean at all times
* Ensure water fountain is maintained neat and clean at all times
* Service guest and associate elevators
* Service all public restrooms in lobby, lower lobby, pool areas, and department offices

## Qualifications for lobby attendant

* Ability to stand for minimum of four hours
* Must be able to read, write, and speak effectively to complete logbooks and communicate with guests
* Current RSA
* Required to work weekends and holidays
* Six months related customer service is required
* Must be able to operate a manual transmission