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# Example of Lobby Attendant Job Description

Our company is looking for a lobby 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 lobby attendant

* Ensure that hotel, guest and associates are maintained in a clean, safe and secure environment
* Maintain knowledge of dailies (awareness of meetings, locations, groups, ) to assist guests with questions and directions
* Maintain a 4- diamond level of service at all times
* Periodically checks Lobby Restrooms
* Responds to guest requests and inquiries while in the lobby
* Assists with responsibilities and duties in the absence or heavy volume in the areas of Desk Attendant, House Attendant and Housekeeper
* Thoroughly clean all public areas
* Restock and replace used items within public areas / restrooms
* Maintain regular attendance in compliance with Finard Coventry standards, as required by scheduling which will vary according to the needs of the hotel
* Gather all dirty linen and terry, making sure you place the blanket, spreads and pillows on a chair, never on the floor

## Qualifications for lobby attendant

* Must possess a valid, unrestricted, and insurable Michigan Driver’s License in a good standing (three or fewer points)
* Shift will be from 5 am to 11 am
* Follow hotel policy & procedures
* Attend to guest requirements and carry out duties when and as required
* Provide a warm, friendly and professional service at all times to hotel guests and fellow associates
* Understand and implement all legislation in regards to the Responsible Service of Alcohol