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# Example of Lobby Attendant Job Description

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

## Responsibilities for lobby attendant

* Collects information from customers and ensures that it gets to the right person/location/system
* Guards and protects the confidentiality of personal health and other identifying information at all times
* Enters and/or updates customer information in required system(s) at each visit
* Maintains a log of shift activity
* Cleans all men's and ladies' public restrooms in all public spaces, including mall entrance walkway and the exterior of the hotel
* Cleans the executive and associate service center offices
* Cleans both men's and ladies' associate locker rooms
* Clean pool and fitness center areas throughout the day
* Complete special projects, as assigned, including regular deep cleaning
* Clean and maintain the lobby and public areas mats

## Qualifications for lobby attendant

* Previous experience in housekeeping and / or public areas cleaning is strongly preferred
* Must be able to push and pull a moderate weight
* This is considered a summer position for the period May through the end of September
* Maintain cleanliness and sanitation in public areas
* Must be able to work with various cleaning chemicals and follow Hazard Communication standards
* Knowledge of cleaning machinery