



Example of Greeter Job Description

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Our company is looking to fill the role of greeter. 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 greeter

- Maintain basic actions in the Entrance area focusing on 'In Shape as New', keeping it clean and safe
- Provides high quality customer service that positively affects the company brand
- Cordially greets visitors and patients upon arrival
- Ascertains patients' and or visitors' needs and directs them accordingly
- Provides assistance to patients and visitors by obtaining wheelchairs, or other services as needed
- Escorts or transports patients who need help to their destination within the hospital
- Assists patients entering or exiting vehicles
- Assists patients in calling for a Cab as needed
- Keeps the front driveway clear and unobstructed for patient and visitor drop-off and pick-up
- Contacts Security, Environmental Services, or Facilities Management, for assistance when necessary

Qualifications for greeter

- Ability to do some lifting as required
- High school diploma or GED and two years of college coursework OR
- Has knowledge of the workplace, jobs, and requirements for entry into those

- Is able to listen to customers, analyze expressed needs and use good judgment in suggesting how and who at Workforce Solutions can help
- Uses tact, diplomacy, and persistence in providing suggestions to customers
- Is friendly, courteous and presents herself/himself as a professional