



# Example of Spa Attendant Job Description

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Our growing company is looking to fill the role of spa attendant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for spa attendant

- Check Guests in for their spa services and check out at the end of their stay
- Create memorable, life-long impressions for spa guests
- Maintain order, cleanliness, and amenities within the respite room and spa facility
- Provide the proper and safe guidance to our guests, residents and their guests, to operate and care of all health club equipment including, gym equipment, free weights, bicycles, steam room and handicapped lift
- Provide information and assistance to hotel guests, residents and their guests as requested, give them an orientation, have them register and is familiar with all hotel services and hours of operation
- Ensure safety procedures are followed and notified to Security of any accident or injury
- Follow the proper procedures to report when any items will be needed to restock inventory
- Clean all the spa including lockers, fitness area, pool decks, steam rooms, massage rooms and any other area within the Spa
- Obtain necessary certificate and safety trainings
- Maintains the cleanliness and order of the facility to include sweeping, mopping, and trash removal

## Qualifications for spa attendant

- Previous experience working in customer service (highly preferred)
- Good customer services, communication and interpersonal skills and fluency

- Previous experience in an up-market club/spa environment will be an advantage
- Restocks all linens in the locker rooms and appropriate guest areas
- Removes dirty laundry and collects dirty towel and linens in guest areas and takes them to laundry area for washing
- Explains the set up and workings of the locker rooms, bathroom and shower to guests