



Example of Spa Attendant Job Description

Powered by www.VelvetJobs.com

Our company is looking to fill the role of spa attendant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for spa attendant

- Assist in advance preparation of product and equipment for spa services
- Will be required to adjust schedule based on business demands
- Ensures the cleanliness, safety and general maintenance of spa facility
- Understands proper use of all spa equipment and ensures proper use of equipment by spa guests
- Ensures guest adherence to established rules and regulations and takes appropriate action as needed
- Maintains accurate accident and incident reports
- Stocks related inventories to include linens and towels
- Maintains positive guest relations and adheres to all guidelines of service related programs and initiatives
- Greet guests in a friendly and efficient manner and escort guests as required, give tours of the spa as required
- Assist guests in the correct use of all facilities

Qualifications for spa attendant

- Experience in a demanding high volume Spa/Salon environment or hotel/resort front desk experience is preferred
- Must possess outstanding customer service, organizational, interpersonal, and administrative skills excellent attention to detail and the ability to multi-task
- Must be solution oriented and the ability to work well under pressure

- Candidate must be able to work efficiently within a team environment and individually
- Must have an open mind and willingness to learn new processes, concepts and ways of approaching guest and coworkers