



Example of Spa Concierge Job Description

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Our growing company is looking for a spa concierge. 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 spa concierge

- To maintain to highest standards of cleanliness, neatness and organization
- To be cross-trained in some of the reception desk duties such as conduction tours, understanding the spa software
- Responsible for scheduling and confirming appointments, greeting guests, providing locker set up of robes and slippers, beverages and checking in and checking out of guests
- Generate a minimum of \$25 per day in retail product sales
- Schedule flexibility is needed to 3 to 4 shifts per week
- Check in / out spa guests
- Follow all accounting procedures
- Work as a team with front desk concierges, back of spa therapists and other departments
- Provide clerical and administrative support to the Spa Management Team with an emphasis of achieving departmental goals
- Perform all guest activities in cordial, efficient and professional manner, at all times maintaining a commitment to guest satisfaction

Qualifications for spa concierge

- Set trays and tables to standards
- Perform opening and closing duties and side-work according to station rotation assignment and established checklist

- Bus all tables removing soiled dishes during service and throughout the shift
- Prepare and submit required shift closing reports in a timely manner
- Be fully competent in the operation of the P.O.S system