



Example of Spa Concierge Job Description

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

- Maintain a positive manner towards co-workers and the job being performed
- Report to work on time in a properly cleaned and pressed uniform
- Adhere to a professional relationship with clients of The Spa
- Play an integral role in completing inventories and maintaining supply levels
- Maintain organization and cleanliness of the Spa's back of house areas
- Ensure spa marketing materials and all guest facing signs are properly displayed
- Utilize various reports to create necessary guest profile alerts
- Guarantee current contact information is available for all spa associates
- Maintain general organization and database of spa consultation forms/client information
- Ensure maintenance and repair log items are reported to and completed by Engineering

Qualifications for spa concierge

- Respond to guest complaints independently and in a timely manner
- Know available brochures and way-finding documents at the Front Desk and provide to guests on request
- Be aware of daily Hotel functions and their location in the hotel in order to assist and direct guests
- Know all emergency procedures and be able to assist and/or respond accordingly

- One year work experience in a related field (spa, hospitality, medical, salon, retail)