



Example of Spa Concierge Job Description

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Our growing company is looking to fill the role of 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

- Collect and properly distribute items from the Spa's department mailbox
- Answers incoming telephone calls within three rings
- Serve as the Spa's direct contact for Barton Creek Club members
- Perform other tasks as assigned by the spa management team
- Inform managers of ways to improve overall operation of the spa, your working experience and the comfort of our guests
- Assist other departments whenever necessary (and available)
- Attend all training sessions, learning new techniques to be used in the performance of the job
- Attend necessary staff meetings
- Clock in and out at every shift
- Promote Spa, Hotel and Club affiliates and services

Qualifications for spa concierge

- Be able to prepare and serve Liquor, Cocktails, Wine and Beer in line with Tips guidelines and to guest specifications
- Effective communication skills (verbal and written) and ability to demonstrate excellent phone etiquette
- Post Secondary education in Hotel/Hospitality Management or equivalent work experience in a Spa or Hotel setting
- Willing to work shifts and varied days off on occasion
- Minimum 12 months experience in a similar role, preferably including 5 star

- Candidate must possess excellent guest service skills and will be responsible for ensuring a quality guest experience in the Spa