

1550 S. Indiana Avenue - Chicago, IL 60605 – 312/922-8558 – F 312/922-2477

**Job Description: Lobby Attendant**

**Company: United Maintenance**

**Reports to: Supervisor**

**Category: Full-time**

**Status: Non-exempt/Hourly**

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| Maintain cleanliness of all public areas and health club (if applicable) at all times, ensuring all guest needs are met.  **Specific Responsibilities:**   * Ensure the utmost in customer service delivery * Complete tasks as assigned via the daily checklist * Inspect health club, public areas ensuring cleanliness rises to level expected by hotel client * Wash/dry/fold towels for health club area * Check lobby area for debris, refuse * Monitor front drive area for cleanliness * Clean/maintain lobby bathrooms & elevators * Respond to guest requests within fifteen (15) minutes * Maintain satisfactory guest survey scores * Maintain professional appearance expectations * Other duties as may be assigned   **Qualifications:**   * Must have ability to prioritize and organize work * Must be able to multitask * Attention to detail is a must * Ability to work well with others * Basic skill to comprehend English * Capable of lifting, bending, stooping, pushing & pulling heavy loads * Flexible schedule required, including a willingness to work AM/PM shifts, weekends and holidays |