

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
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