

# Employee Requisition Form

**Position to Be Filled:** Lobby Attendant

**Purpose:** Responsible for maintaining the overall cleanliness of the Hotel lobby and other public spaces.

**Required Qualifications / Essential Duties:**

- Routinely inspects public areas, including rest rooms, elevators, and front entrance, performing janitorial duties as necessary to keep the areas clean and free of debris.
- Cleans assigned areas thoroughly and in compliance with safety guidelines and company policies and procedures
- Uses cleaning chemicals as necessary to clean assigned areas to standard.
- Ensures prompt maintenance and repair of Hotel equipment, by reporting all maintenance requests to the appropriate person in a timely manner.
- Responds to guests' request, complaints or inquires courteously and promptly.
- High School Diploma or GED required
- Must be able to understand and comply with the requirements for safe handling of chemicals.
- Must be able to move up to 25 pounds regularly.

**Reports To:** Lead House Person

**Starting Rate of Pay:** D.O.E

**Approximate Hours:** 40

**Date Needed:** ASAP

**Filling Deadline:** Open Until Filled

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Recruitment Representative  
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Date Posted