

Employee Requisition Form

Position to Be Filled: Spa Attendant - part time

Purpose: Responsible for ensuring the spa and surrounding areas are clean, neat and well stocked with supplies and amenities.

Required Qualifications / Essential Duties:

- Routinely cleans and organizes public areas of the spa including surrounding areas, restocking supplies and amenities as needed.
- Ensures the maintenance of an adequate inventory of supplies necessary to effectively perform job responsibilities; informs supervisors when supplies are low; prepares and submits Purchase Requests as needed.
- Inventories spa storage areas and maintains written records for inventory control purposes
- High School Diploma or GED required
- Ability to write basic instructions and correspondence

Reports To: Spa Lead

Starting Rate of Pay: D.O.E

Approximate Hours: Less than 25

Date Needed: ASAP

Filling Deadline: Open Until Filled

Recruitment Representative
kam

Date Posted