

Employee Requisition Form

Position to Be Filled: Lobby Attendant

Purpose: Provide exemplary customer service to the Guests of the Tachi Palace Casino Resort by maintaining the overall cleanliness of the Hotel Lobby and all other public spaces.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Routinely inspects public areas, including restrooms, 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.
- Maximizes job efficiency by maintaining adequate supplies in the Cleaning Cart, re-stocking as needed.
- Ensures prompt maintenance and repair of Hotel equipment, by reporting all maintenance requests to the appropriate person in a timely manner.
- Delivers articles found in public areas of the Hotel to the Lost and Found Department.
- Responds to guests' requests, complaints, or inquiries courteously and promptly.
- High school diploma or general education degree (GED) required.
- Knowledge and understanding of cleaning chemicals and applications.
- Any other duties as assigned.

Reports To:	Supervisor
Starting Rate of Pay:	D.O.E
Approximate Hours:	less than 29
Date Needed:	ASAP
Filling Deadline:	Open Until Filled