



## 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.
- Performs other special projects as deemed necessary by the Housekeeping Manager.
- Ensure compliance with all Human Resources policies and procedures, promoting an environment that treats all people with respect, and prohibits discrimination and harassment of any kind.
- Ensure compliance with all safety, health, and environmental policies, procedures, and regulations within the department.
- Any other duties as assigned.

<b>Reports To:</b>	Housekeeping Supervisor
<b>Starting Rate of Pay:</b>	D.O.E
<b>Approximate Hours:</b>	Full-Time
<b>Filling Deadline:</b>	Open Until Filled

