



Employee Requisition Form

Position to Be Filled: Retail & Spa Attendant

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

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Routinely cleans and organizes public areas of the spa, including surrounding areas; re-stocking supplies and amenities as needed.
- Ensures 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.
- Routinely inspects inventory, noting defective and/or unusable materials, and recommending dispensation to supervisor.
- Routinely inspects work areas, identifying cleaning needs, potential safety hazards, problems, and maintenance or repair needs, and notifies the appropriate individuals for proper resolution.
- Comply with all departmental policies, procedures, and directives.
- 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.
- High school diploma or general education degree (GED) required.
- 6 months guest service experience preferred.
- Ability to work under time constraints and exercise sound judgment.
- Exceptional detail and follow-up skills.
- Ability to quickly evaluate alternatives and decide on a plan of action.
- Excellent analytical ability.
- Ability to interpret policy, procedure, and data.
- Any other duties as assigned.

Reports To: Retail & Spa Supervisor
Approximate Hours: Full Time
Filling Deadline: Open Until Filled

