JOB TITLE
Public Attendant (Graveyard)

HOURS/WEEK
40

REQUIRED FOR POSITION
Background Check

JOB DESCRIPTION
What will I be doing?

As a Public Area Attendant (Graveyard), you would be responsible for cleaning and maintaining all public areas of the hotel and responding to guest requests in the hotel's continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

Clean designated areas including, but not limited to, restrooms, public areas, hallways, stairwells, elevators, fitness center, Atrium, TASTE Restaurant, offices and banquet/meeting/conference rooms
Perform a variety of tasks including, but not limited to, dusting and polishing furniture and fixtures, vacuuming, mopping, sweeping, shampooing carpets, polishing floors, washing windows, emptying carts of soiled linens, cleaning/waxing floors, removing and disposing of trash, insects and debris and emptying ashtrays
Greet guests in a friendly manner
Answer any guest calls and requests
Perform deep cleaning tasks and special projects (for example: mattress flipping, furniture moves, etc.), as needed
Assist in delivering guest requests and in cleaning guest rooms, as needed
No prior hotel work experience needed and training will be provided

3 TO 5 KEY SKILL SETS REQUIRED
Since being founded in 1919, Hilton has been a leader in the hospitality industry. Today, Hilton remains a beacon of innovation, quality, and success. This continued leadership is the result of our Team Members staying true to our Vision, Mission, and Values. Specifically, we look for demonstration of these Values:

Hospitality - We’re passionate about delivering exceptional guest experiences.
Integrity - We do the right thing, all the time.
Leadership - We’re leaders in our industry and in our communities.
Teamwork - We’re team players in everything we do.
Ownership - We’re the owners of our actions and decisions.
Now - We operate with a sense of urgency and discipline
In addition, we look for the demonstration of the following key attributes:

Quality
Productivity
Dependability
Customer Focus
Adaptability