



## Job Description

**Job Title:** Doorman / Bellman / Valet Attendant

**Reports To:** Front Office Manager

**FLSA Status:** Non-Exempt

**Department:** Front Office

**Division:** Guest Services

**Summary:** Acts as guest service attendant, escorts guest, carries luggage, and parks guest vehicles by performing the following duties.

**Duties and Responsibilities** include the following. Other duties may be assigned.

1. Assists guests with check in and check out process
2. Parks guest vehicles
3. Assists guests with luggage
4. Opens doors for arriving and departing guests
5. Provides directions and information about the area
6. Arranges transportation, including taxi cabs and limousines