

Title: Job Description Hospitality Representative
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JOB DESCRIPTION

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| Position: | Hospitality Representative |
| Department: | Administration |

Job Description Summary:

Seeking an ambitious self-starter with a positive 'can do' attitude to join our Hospitality team. The ideal candidate must have the ability to multitask and be willing to take on various responsibilities and see projects through to completion. This individual will be detail oriented and must be professional, friendly and have excellent communication skills.

Primary Responsibilities:

The following is a summary of the essential functions for this job. Other duties may be performed, both major and minor, which are not mentioned below. Specific activities may change from time to time. The Hospitality Associate will perform hospitality duties including but not limited to:

- Dust, mop, polish and buff floors, vacuum and shampoo carpets, clean and restock restrooms.
- Provide upkeep and maintenance of cleaning implements (Floor machine, vacuum, etc.)
- General maintenance of the facility, running errands and picking up supplies as well as general cleanup, event coordination and serve as backup to the Hospitality Facilitator.
- Stock Kitchens throughout the building.
- Appropriately address all urgent hospitality issues.
- Communicate effectively with all employees, in all levels of management.
- Comply with safety and security procedures; use equipment and materials properly.
- Work in conjunction with maintenance staff to meet the regular operational maintenance requirements of the property.
- Other duties as assigned.

Qualifications:

1. Minimum 2 years prior hospitality work experience preferred.
2. Must be knowledgeable and have experience in using cleaning equipment.
3. Must be self-motivated, confident, energetic, and creative.
4. Must have professional verbal communication and interpersonal skills.
5. Must rely on extensive experience and judgment to plan and accomplish goals in a variety of tasks.
6. Experience working in fast pace, high change environment, with limited supervision.
7. Have the ability to be part of a team in order to execute quality performance within tight timeframes.
8. Maintain a high level of confidentiality.
9. Must have proof of a valid driver's license and clean driving record.
10. Strong attention to detail with excellent prioritization and follow up skills.
11. Must be a U.S. Citizen or Permanent Green Card Holder.
12. High school diploma / GED or equivalent required.
13. Able to read and write in English. Fluency in other foreign language(s) is a plus.
14. Be able to perform basic physical tasks such as lifting 50lbs.

Salary Range: DOE

US Digital is looking for individuals who are knowledgeable, practical, productive, reliable, self-motivated, patient, conscientious, curious, detailed, helpful, responsive and positive problem solvers. Character and attitude are extremely important.

Internal applicants must:

- Be in current position for 1+ year

- Meeting or exceeding current department expectations
- Have manager approval and support before applying
- Meet required job description qualifications

BENEFITS

Health, dental and vision coverage, 401k with 5% matching, annual bonus based upon performance, paid vacation and a four-day work week.

TO APPLY:

Submit application and resume. Process can be found at www.usdigital.com/careers

EEO/AA employer M/F/Disabled/Vet, E-Verify Participant