

United Arab Emirates Jobs Expertini®

Lobby Butler

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Company: Bulgari Hotels & Resorts

Location: Dubai

Category: healthcare-practitioners-and-technical

POSITION SUMMARY

Complete closing duties, including storing all reusable goods, breaking down goods, cleaning all equipment and areas, returning equipment to proper locations, locking refrigerators, restocking items, turning off lights, locking doors, and completing daily cleaning checklist. Set up, stock, and maintain work areas. Inspect the cleanliness and presentation of all china, glass, and silver prior to use. Maintain cleanliness of work areas throughout the day, practicing clean-as-you-go procedures. Follow all company and safety and security policies and procedures; report accidents, injuries, and unsafe work conditions to manager; and complete safety training and certifications. Ensure uniform and personal appearance are clean and professional, maintain confidentiality of proprietary information, and protect company assets. Welcome and acknowledge all guests according to company standards. Speak with others using clear and professional language, and answer telephones using appropriate etiquette. Develop and maintain positive working relationships with others, support team to reach common goals, and listen and respond appropriately to the concerns of other employees. Ensure adherence to quality expectations and standards. Read and visually verify information in a variety of formats (small print). Stand, sit, or walk for an extended period of time or for an entire work shift. Move, lift, carry, push, pull, and place objects weighing less than or equal to 25 pounds without assistance. Grasp, turn, and manipulate objects of varying size and weight, requiring fine motor skills and hand-eye coordination. Move over sloping, uneven, or slippery surfaces as well as up and down stairs and/or service ramps. Reach overhead and below the knees, including bending, twisting, pulling, and stooping. Perform

other reasonable job duties as requested by Supervisors.

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