**Courtesy Assistant**

**Westminster Canterbury on Chesapeake Bay**

3100 Shore Drive Virginia Beach, VA 23451

**JOB DESCRIPTION**

Greets/directs visitors and residents at the main entrance in a friendly manner and monitors the main entrance/lobby area.

**RESPONSIBILITIES**

* Greet residents and visitors in a courteous manner.
* Assures that all visitors are registered, and visitor badges are issued as appropriate.
* Notify the person they are visiting of their arrival.
* Coordinate valet service for residents and visitors with Security.
* Provide assistance to residents and visitors at the main entrance, such as transferring packages, luggage to carts, etc.
* Stays abreast of daily scheduled events at W-C and relates details to residents and visitors.
* Tracking transportation sign up sheets and payment for outings.

**QUALIFICATIONS**

* Customer service experience with general public required
* Excellent verbal communication skills
* Ability to serve multiple customers in busy environment
* Ability to work and communicate with the elderly population
* Physical Requirements:
	+ Must be able to lift up to 25 lbs and walk a distance of 100 feet.
	+ Exposure to weather
	+ Long periods of standing and sitting