

50 Federal Street Job Description

Position: Lobby Attendant

Basic

Function: To maintain a secure environment for the tenants and employees at 50 Federal Street, and to respond to emergency situations so as to protect the safety of building occupants and the property value of the building.

Responsibilities:

- Greet all tenants and guests by name if known.
- Log all deliveries made to the building.
- Log in and out all service men and contractors working in the building.
- Enforce building's guidelines for contractors, deliveries, etc. and service staff in the building. Note: no contractors are to be allowed in or around the building without specific authorization from the property manager.
- Politely inform all tenants/employees of all building rules and regulations. Report to building superintendent and building manager all infractions noting name of person, tenant name, type of infraction and date and time of problem. (i.e., no bicycles in common areas, no smoking in common areas, at or around building entrances, no dogs unless for sight impairs, etc.)
- Keep a daily log noting time of deliveries, emergencies, and any unusual occurrences.
- Become familiar with all emergency procedures, including but not limited to, identifying all shut offs to the utilities, number for local police, fire, ambulance, and emergency repair personnel.
- Assist tenants and visitors.
- Screen visitors as directed by management and tenants.
- Maintain the lobby area in a neat and professional manner at all times.
- Ensure that the lobby area is always manned.
- Notify the building superintendent or property manager of any maintenance problems within the lobby area.
- Ask for identification from all individuals that are not known to you (during off times).
- Remain in lobby until relieved.
- Single tenant floors to remain locked off until receptionist arrives or unless instructed by authorized representative of tenant.
- Become familiar with the fire alarm system and elevator emergency procedures.
- Maintain a neat and professional personal appearance in full uniform at all times.

- Any other duties as requested by the property manager or building superintendent.
- Early shift 5:30 a.m. – 2:00 p.m. arrive at building at 5:30 a.m., check all floors from mechanical penthouse to basement, check for leaks, check to make sure water is on, turn on all common area lights floors 10, 9, 8, 7, 6, 5, 4, 3, 2, check all restrooms and hallways noting any problems. If any leaks or other emergency notify building superintendent immediately. Screen all visitors prior to tenant occupancy (8:30 a.m.) utilize call sheet to determine if o.k. to send visitor up. Visitors must show I.D. and sign in before hours. When full building check completed return to lobby. Must be in full uniform, lobby open not later than 6:30 a.m. Open bronze night doors 60 Federal and 50 Federal Congress and Federal Street entrances.
- General
 - No food in lobby
 - No reading
 - No radios
 - No cell phone use other than an emergency
 - Telephone for business only
- During busy hours must stand between elevators to greet and assist tenants and visitors. Do NOT stand at entrance doors or vestibules unless assisting a tenant or visitor.

To Apply:

Please email Regina Hammond at rhammond@drukerco.com.