New York University

A private University in the public service

DOORMAN
DOORMAN SPECIFICATION/JOB DUTIES

Duties and Responsibilities:

1. Greets guests and tenants in a cheerful welcoming manner.
2. Answers questions and assist guests and tenants with reasonable requests.
3. Process and screen all persons requesting access.
5. Announce all visitors, unless directed otherwise by the Host.
6. Read Daily memos for special events/visitors.
7. Assist owners, tenants and their guest with large items.
8. Open doors unless otherwise fulfilling obligations under this agreement.
9. Keep the lobby area clean and neat.
10. Ability to multitask and switch gears according to priority of requests.
11. Monitor surveillance cameras where necessary and make sure all key logs are properly maintained.
12. Remains flexible to ever changing environment, adapts well to different situations.
13. PERFORMS OTHER RELATED DUTIES AS ASSIGNED
14. May be temporarily or assigned to other NYU Facilities similar to the facility currently assigned to.
15. Replacement staff will be trained and familiar with the operation in other similar NYU buildings prior to new assignments or temporary assignments to other NYU buildings.