

**Title: Receptionist (BGSK) – SNE (full-time)**

Job ID: 205307

Link: [https://careers.aramark.com/ShowJob/Id/185842/Receptionist-\(BGSK\)-SNE/](https://careers.aramark.com/ShowJob/Id/185842/Receptionist-(BGSK)-SNE/)

Job Summary: Welcome and accommodate guests and staff in an efficient and courteous manner. Answers external and internal telephone calls taking and delivering messages as needed.

Description:

Responsibilities/Essential Functions:

- After training, must display a working knowledge of the emergency procedures so that employee and guest safety will be insured.
- Utilizes the radio/paging internal communication system used throughout the facility.
- Performs registration functions, i.e. conference/meeting attendee lists for security, printing of name badges & tents, printing daily meeting/event list for the front desk and security, welcoming and checking in visitors
- Confirm meetings & head-counts as needed
- Greet and escort visitors as needed
- Guest orientation of the local area
- Assist with the registration process for various conferences and meetings as needed
- Update data board with meeting information and any announcements
- Restocking of business center supplies and meeting room caddy supplies - notifying manager when orders need to be placed
- Proper telephone service techniques and operation
- Handling of Aramark and meeting attendee mail, messages and special deliveries.
- Coordinate reservations for guest transportation
- Handle luggage storage for guests
- Assist all guests in any way possible
- Assist with other financial and reporting tasks
- Participation in Quality Assurance Programs that includes compliance with conference service specifications

- Communicate closely with all departments to ensure a seamless guest experience
- Perform any or all other duties as assigned by management
- Active departmental participation in training programs as directed by manager
- Follow all Policies and Procedures.

Qualifications:

Minimum Education:

- High School diploma or equivalent.

Minimum Experience:

- Minimum of two years experience in customer service

Minimum Skills/Abilities:

- Must have the availability to work flexible hours (early mornings and evenings) based on the meeting demands
- In the event of inclement weather, will be required to remain on site and on duty until replaced.
- Strong reading and writing skills
- Ability to work independently
- Able to clearly speak English
- Strong Computer/Microsoft office skills required

Certification/Licensure:

- Driver's License

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**Title: Housekeeper - JD.com Mountain View (full-time)**

Job ID: 205309

Link: <https://careers.aramark.com/ShowJob/Id/185770/Housekeeper-JD.com-Mountain-View/>

Description:

Position Summary: The Custodial Services Worker cleans and maintains assigned area(s) to meet customer and client satisfaction. Essential functions and responsibilities of the position may vary by Aramark location based on client requirements and business needs.

#### Essential Functions:

- Adheres to established procedures to provide a safe working environment including complying with OSHA, state/local, federal, and Aramark regulations
- Maintains a clean and orderly environment to project the safety and health of others
- Properly cleans and maintains housekeeping equipment
- Cleans assigned areas to Aramark and client standards and requirements
- Follows procedures for storage and disposal of trash and transports it to designated areas
- Reports maintenance concerns via work order requests to appropriate personnel
- Secures the facility, ensuring building is locked/unlocked as required
- Ensures security of company assets
- Other duties and tasks as assigned by manager

#### Qualifications:

- Previous custodial experience preferred
- Frequent lifting, carrying, pushing, or pulling greater than 50 lbs.
- Must be able to follow basic safety procedures and precautions due to physical risks and exposure to hazardous chemicals