

Lobby Attendant– Full-time Position

Who we are:

St. Nicks Alliance, a North Brooklyn based community organization, seeks to transform lives of low- and moderate-income people through employment, education, housing, elder care and social services. We do this by delivering impactful services with measurable outcomes to children, adults, and the elderly. As a civic anchor, we carry out this mission within the context of building a sustainable community for all people through the arts, environmental advocacy, and urban planning.

We are currently seeking a **full-time lobby attendant** for our senior building location in Williamsburg, Brooklyn.

What you'll do:

The lobby attendant is directly accountable for the building's security and traffic control under the supervision of the property manager, the assistant director, and the director of property management. The attendant must maintain a professional presence and be always diligent and alert.

Responsibilities:

- Screen all guests before entrance into the building (all guests should sign and receive a visitors' pass and sign out when leaving the building)
- Make complete rounds of premises inside and outside of the building at least two times a shift, when possible
- Report any hazardous risks, lights out, or incidents
- Make sure all entrance doors are secured and that all matters pertaining to security are adhered to for the safety of all residents
- Respond quickly to any emergency as instructed by management or residents of the building
- Adheres to all instructions indicated by management that pertain to the well-being of the residents and their property
- Maintain an active logbook for incidents and emergencies
- Manage administrative duties as assigned by the property manager, assistant director, managing director, and deputy executive director
- Notify management immediately when an emergency occurs and follow emergency procedures
- Maintain complete confidentiality of sensitive issues addressed within the department
- Present a positive and enthusiastic demeanor
- Assist and take a leadership role in coordinating evacuation procedures in the event of a fire: 1. Have a list of tenants in need of assistance, 2. Tenants unable to evacuate, and 3. Contact list with telephone numbers of all appropriate personnel (list should be updated quarterly)

What we are looking for:

- Candidate must provide exceptional customer service
- Maintain a warm and friendly demeanor at all times
- Candidate must be able to sit for an extensive period of time

What's in it for you:

- compensation: \$17.50 per hour
- competitive benefits package (medical, dental, vision, 401K)
- 12 company paid holidays; paid vacation, sick, and personal time off
- learning & development opportunities and access to wellness programs

How to apply:

Applicants should send a resume with cover letter addressing what qualities you have that fit this role, with the subject line "Lobby Attendant Search" to housingjobs@stnicksalliance.org

St. Nicks Alliance is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, national origin, religion, sex, gender identity, age, disability, alienage or citizenship status, ancestry, marital status, sexual orientation, veteran status, or any other status or characteristic protected by applicable federal, state or local laws.

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