

The
BARCLAY
In Buckhead Pines

Concierge Hours and Duties

Monday through Friday 9AM – 6PM No Holidays

- **Back up the guard by watching the doors and cameras**
- **Coordinate vendor deliveries**
- **Insure contractors have correct certificates of insurance and licenses**
- **Communicate contractor activities with Barclay Maintenance**

In addition, the following tasks may be performed as time allows:

- Check in all packages
- Contact residents when a package has been delivered
- Check in flower deliveries and notify resident of perishable items
- Make restaurant reservations
- Hold mail for homeowners while they are out of town for a period of a week or more
- Start cars for anyone who is out of town for two weeks or more
- Assist, if requested, to carry items inside the building from their car located at the awning
- Assist residents who have trouble with their TV remote controls
- Deliver luggage carts upon request
- Retrieve and/or return small items to storage
- Schedule monthly pest control
- Schedule the monthly car wash
- Schedule taxi or private car service of resident's choice
- Change light bulbs for residents who have light bulbs on hand
- Change smoke detector batteries, reset clocks or open sealed jars
- Assist homeowners who wish to rent their parking spaces
- Write work requests for maintenance as requested by homeowner
- Oversee move ins and move outs
- Oversee Party Room reservations

PLEASE NOTE: Per Waldon Security liability and insurance guidelines, the concierge may **not** go into your unit if you are not at home **nor** is the concierge allowed to complete any task off site.