

Front Desk Attendant Job Description:

- Responsible for controlling access to the facility by way of greeting members and guests, sale of merchandise, and enrolling new members.
- Job Qualifications
 - Experience in customer service, general computer and telephone skills
 - Ability to enforce rules and regulations
 - Availability to work on weekends and substitute for others as needed
 - CPR and AED certified
- Areas of Responsibilities
 - Greet members and guests with a smile. Check membership cards. Enforce rules of entry into the facility
 - Assist in membership sales and renewals, program registration, event information and sale of merchandise.
 - Answer and direct incoming telephone calls
 - General office duties as requested
 - Assist with other duties as requested by supervisor or manager on duty
 - Balance monies at end of shift
 - Prepare necessary reports
 - Any other duties as assigned
- Specific Duties
 - When coming on duty:
 - Arrive 15 minutes before scheduled time
 - Check on status of Facility & equipment
 - When going off duty:
 - If being relieved by another Front Desk Attendant, advise them of the status of facilities and equipment.
 - If you are the closing Front Desk Attendant, close out cash drawer. Plan on leaving 10 minutes after closing time.
- Training
 - Each Front Desk Attendant must maintain a current CPR/AED certification
 - Each Front Desk Attendant must attend orientation and training session before beginning employment
- Dress Code
 - City of Seven Hills Recreation Center shirt OR casual-professional attire
 - Jeans with NO holes OR yoga pants that are NOT see-through with nothing written across the backside OR khakis
 - Tennis shoes and flat shoes are acceptable.
 - If you are in doubt about whether a clothing item is acceptable, assume it is not appropriate.