



Front Desk Attendant Part Time

Position Summary:

Monitor access to the Reminderville Athletic Club while delivering outstanding, safe, and fair customer service. Registers participants for programs and provides information about memberships and programs offered by the Reminderville Athletic Club.

Essential Functions:

- Monitor access to the RAC by scanning membership cards granting admission to the facility.
- Give tours and show potential member the features of the facility.
- Take registrations, collect payment, and operate recreation software.
- Assists in the access to specified areas by opening necessary doors.
- Be knowledgeable about current programs and memberships.
- Maintain a safe and controlled environment; identify hazardous conditions and eliminate or minimize them.
- Adheres to posted job schedule.
- Punctual when reporting for duty.
- Enforce and explain all policies and rules of the Reminderville Recreation Center.
- Recognize and respond effectively to incidents and emergencies.
- Act in a professional manner at all times.
- Sees to the proper use and care of the facility, supplies, and equipment.

- Clean and maintains front desk and reports all issues to Recreation Director.
- Attend recreation staff meetings as scheduled.
- Cleaning and organization of the facility as needed.
- Other duties assigned by Recreation Director.

Skills:

Excellent customer service. Ability to communicate with public in person and over the phone. Ability to problem solve in a timely matter.

Education & Experience:

One to two years related experience. Experience in registration software preferred. High School diploma preferred.