

Front Desk Attendant

Position Overview

Works under the supervision of the Wellness Center Director. The Front Desk Attendant performs a variety of tasks in the operation and maintenance of the Wellness Center

Desired Minimum Qualification

Must be at least 18 years of age
Current CPR certification required

Knowledge/Skills/Abilities

Ability to work positively and effectively with co-workers, supervisors, and the public. Basic skills in using computers. Must be dependable. Must have good communication and customer service skills.

Physical Requirements

Full mobility and ability to lift 50 pounds

Specific Responsibilities

- ~ Enforce all rules and regulations fairly and equally
- ~ Responsible for opening and/or closing the Wellness Center independently
- ~ Assist in maintaining and organizing all equipment in safe and proper working order
- ~ Supervise and provide assistance for members while using the facility
- ~ Shall strive to understand the proper usage of all the fitness equipment
- ~ Greet and address employees/members/guests in a courteous and respectful manner
- ~ Demonstrate a good rapport and maintain a positive, cooperative working relationship with supervisors and subordinates
- ~ Help maintain a clean exercise environment by performing daily cleaning and light housekeeping duties
- ~ Assist with the tracking of membership dues, collection, recording, and billing procedures
- ~ Attend and participate in all staff meetings and trainings
- ~ Other duties as assigned by the Wellness Center Director
- ~ Shall comply with NCK Wellness Center's policies and regulations