



Front Desk/Office Assistant

\$18.00 - \$25.00 / hour

Part Time

Job Description

A Front Desk Host/Office Assistant will provide a safe, clean, fun, friendly, and structured environment for all customers. He or she will be responsible for the front desk operations and customer service for recreation and retail center. Front Desk Host/Office Assistant should be professionally casual, great communicators, organized, able to manage busy situations, and create an enjoyable experience.

Duties & Responsibilities:

- Acknowledge customers coming and going
- Answer phones and check voicemail
- Know and understand daily schedule
- Explain all the needed rules and policies for the appropriate activity
- Adhere to strict safety rules for customers using the play equipment
- Assist in maintaining retail and recreation center areas including light cleaning, emptying of garbage, vacuuming, etc.
- Process donation requests
- Answer and send customer emails
- Provide an exceptional experience for all customers – big and little ones

Qualifications:

- Be a team player - jump in when needed
- Prior customer service experience is great, but not required
- Communicate with co-workers and customers
- Loves to ask questions if unsure of something

Employee Benefits:

- Flexible scheduling
- No holidays and no weekends!