

Position Title: Sports Center Front Desk Staff

Statement of Duties

Position is responsible for manning the front desk at the sports center, providing information and assistance to the public regarding sports center programs and assisting guests with questions and in all areas of the facility.

- Maintain the professional appearance of the locker rooms, gym, front desk and all other areas of the Sports Center
- Have knowledge of gym equipment and assist the guests when needed.
- Restock towels in the locker room area as needed.
- Respond to any reasonable task assigned by Manager.

Supervision

Employee works under the general supervision of the Fitness Director and Billing Coordinator. Employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently. New or unusual assignments are explained by the supervisor, including suggested work methods.

Job Environment

Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Errors could result in personal injury/loss, injury to others, and/or damage to buildings and equipment.

The position has constant contact with the public, local groups and organizations, other recreation departments. Contacts are made in person, on the telephone, or in writing.

Position Functions

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not

exclude them from the position if work is similar, related, or a logical assignment to the position.

Essential Functions

1. Opens and closes Sports Center
2. Prepares equipment for use by sports center members
3. Performs customer service functions, receives calls and visitors, registers sports center and provides information and assistance regarding department programs and activities.
4. Makes sure facility maintains a professional appearance
5. Operates a variety of equipment as required by the position.
6. Performs other duties as assigned by the supervisor.

Recommended Minimum Qualifications

Physical and Mental Requirements

Employee works in a moderately loud environment. Employee is required to stand, walk, talk, listen, and use hands up to 2/3rd of the time; sit, climb, balance, stoop, kneel, crouch, crawl, and reach with hands and arms up to 1/3rd of the time. Normal vision is required for the position. Equipment operated includes exercise equipment, office machines, and computers.

Education and Experience

A candidate for this position should have a high school diploma or GED.

Special Requirements

A candidate for this position is required to have a valid driver's license.

Mauldin, South Carolina

Knowledge, Skills and Abilities

A candidate for this position should have knowledge of the following:

- Department operations and procedures
- Sports and recreational programs and activities

Skill in:

- Organization and customer service

And ability to:

- Work effectively with the public
- Manage conflicts and resolve problems