Reception Team Member Job Description

Overview
Act as the main resource members look to for every area of the health and recreation department.

Responsibilities include:
Creating an Exceptional Member Experience:
- Manage/maintain the desks in a clean and presentable form
- Offer members assistance, greetings, servicing, and anticipating needs
- Signing members up for various programs
- Processing financials transactions
- Create a welcoming environment

Required Qualifications:
- Capable of a high degree of multitasking
- Comfortable with data entry
- Proficient with Microsoft word
- Ability to work various shifts, including Sundays and holidays
- Prior experience in face to face customer service field

Job Type:
Part Time / Full Time

Please forward resumes to DZeppieri@jccotp.org for consideration