

The Front Desk Attendant is a position that plays a significant role in helping to maintain the clubs day-to-day operations. The attendant must possess exceptional personal skills as he/she generates our first impression and will handle the basic communication with members - both in person and on the phone.

It is imperative the attendant establishes and maintains a professional relationship with all visitors, clients, members and co-workers to guarantee the best experience for all parties involved.

Job duties include but are not limited to:

maintain the front desk

input new members into software

answer telephones

monitor and maintain gym equipment

dust and wipe down cardio equipment

stock all towels, bathroom items, drinking cups and sanitizers

Powerhouse Gym wants to provide the best possible experience for all its members and employees. Working together in harmony is one of the gym's top priorities.

Job Type: Part-time

Pay: \$9.00 per hour

Work Location:

- One location

Benefits:

- None

Communication method(s) used:

- Phone
- In person

Hours per week:

- 10-19
- 20-29

Schedule:

- Monday to Friday
- Weekends required
- Holidays required