

Front Desk Receptionist

Updated May, 2025

POSITION: Front Desk Receptionist

HOURS:

School year: Mondays - Thursdays 3:00 pm - 7:00 pm, Fridays 3:00 pm - 6:00 pm, Occasional Saturdays

Summer: Mondays-Thursday 3:00 pm - 7:00 pm, Occasional Fridays

WAGE: \$13-\$15/hr, depending on experience.

REPORTS TO: Leesa Lindgaard Gym Director

JOB FUNCTION:

Job duties for this position entail greeting parents and students as they enter the building, answering phones and speaking with customers, registering students for classes, assisting parents with questions about class information, and performing other office duties. To apply for this job, you should have proficient computer skills, be organized, and be able to multitask.

RESPONSIBILITIES:

Serve visitors by greeting, welcoming, and directing them appropriately. Inform visitors by answering or referring inquiries. Answer and direct phone calls in a polite and friendly manner. Welcome visitors in a warm and friendly manner, and answer any questions visitors have. Maintain the reception area and all common areas clean and tidy at all times. Operate standard office equipment regularly, including a copy machine and a computer. Keep detailed and accurate records of visitor requests and calls received. Receive deliveries; sort and distribute incoming mail. Take inventory of supplies and restock as needed. Maintain the general office filing system.

SKILLS, KNOWLEDGE, & ABILITIES:

- Telephone Skills
- Verbal Communication
- Listening
- Professionalism
- Customer Focus
- Organization
- Informing Others
- Handles Pressure
- Supply Management

EDUCATION/EXPERIENCE:

2-3 years of relevant experience in an office environment. Experience at a job requiring multitasking and prioritizing tasks without guidance.

BENEFITS: Ability to contribute to a ROTH IRA savings retirement account.