

Centennial Pool Association

Part-time weekend front desk staff

Job Posting

Centennial Pool Association is inviting applicants for the part-time weekend position of Front Desk Staff. Reporting directly to the Administrative Coordinator the Front Desk Staff is responsible for the overall efficiency of the Front Desk during the weekends.

The Front Desk Staff works closely with the Aquatic Director and guard staff at Centennial Pool.

Duties and Responsibilities

- Providing Customer Service to clients and customers
- Maintaining Monthly Parking; providing accurate HRM parking client information to Admin. Coordinator
- Accurate Cash handling and POS use
- Special Event Parking facilitation
- General office procedures as required. This includes but is not limited to: cutting daily, overnight, and special event parking passes and folding monthly schedule flyers.
- Participating in staff inservices (held approximately every 6 weeks)
- Weekly Inventory and Audit of cleaning, first aid and stationary supplies
- Inputting new members on POS and adding new emails to patrons list (or as required)
- Preparing the Staff Sign-in sheets for upcoming pay periods and putting them into the sign-in binder; completed staff sign-in sheets from past pay periods should be left for the General Manager.
- Updating Front Desk Message System
- Keep lost and found items and box clean and tidy.

Qualifications

Education & Experience

- Business administration certification, diploma or degree (relevant experience may be considered) and 2 years of customer service and/or office administration
- Experience working in the aquatics and/or fitness and recreation field

Technical/Job Specific Knowledge

- Working Knowledge of Microsoft and its related software
- Excellent Oral and Written Skills
- Cash handling/POS
- Standard First Aid and CPR
- WHMIS

Competencies

Ability to work independently, detail oriented, relationship building, communication, teamwork and cooperation, adaptable to change, multi-tasking, customer service, organized, willingness to learn

Work Status: Part-time, Permanent

Hours Of Work: Weekends (evening availability an asset) – (varies from 10:30– 7pm)

Closing Date: 9th August, 2019

To apply please send resume to shahina.quinton@centennialpool.ca