

JOB POSTING

Recreation Centre

FRONT DESK ATTENDANT

Position Summary: You will assume the role of attending to the Front Desk at the Swimming Pool, which will include the responsibility of customer service, registrations, receiving payments, maintaining cleanliness around desk area and change rooms, and various other tasks, as assigned.

This position is on a part-time basis, primarily evenings and weekends.

Responsibilities:

- Greet customers and answer telephone;
- Accept payments, bookings and registrations;
- Be responsible for the safety of customers and co-workers and follow emergency procedures;
- Conduct pool recordings hourly;
- Schedule and assist with birthday parties and other organized functions;
- Monitor the weight room patrons;
- Maintain cleanliness of lobby, party rooms, viewing areas and change rooms;
- Other tasks, as assigned.

Qualifications:

- Must be 18 years of age or older;
- Must be friendly and courteous and be able to uphold a high level of customer service;
- Must be able to work efficiently, be able to multi-task and work with minimal supervision;
- Pleasant, flexible and cooperative;
- Ensures confidentiality in all company dealings;
- Fosters a balanced, positive work environment;
- Experience in customer service or receptionist duties is an asset;
- Current Standard First Aid and CPR an asset.

Hourly rate: \$18.25/hour

Please apply in person at the Goldcorp Recreation Centre or by email to gwyneth.carlson@goldcorp.com