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# Example of Desk Attendant Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of desk attendant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for desk attendant

* Handle any special projects assigned to you by the Office Manager
* Handle any other related duties assigned by the Office Manager
* Answer the questions of customers who approach the desk, providing necessary solutions and direction
* Responsible for retail transactions from inquiries to completing and documenting sales and handling the money from sales transactions
* Facilitate, check out, and maintain accurate records for rentals of equipment, lockers, and video game equipment, including cleaning and organizing rental equipment
* Maintain a good working knowledge of current and upcoming events
* Determine the need of each caller and transfer the caller to the appropriate department or individual within the University
* Be knowledgeable of all Loring Green East Rules and Regulations and take appropriate action if any deviations are observed
* Input perishables/dry-cleaning into the computer based package tracking and notification program
* Organize/maintain the self-service package room

## Qualifications for desk attendant

* Previous athletic facility experience a bonus but not required
* 1+ years customer service related work experience preferred
* Current CPR/AED/First Aid certification preferred, but required within 30 days of hire
* Part time 20-30 hours per week
* At least one year of customer service experience is preferred
* Proficiency in Microsoft Office (Microsoft Word, Excel)