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# Example of Front Desk Attendant Job Description

Our growing company is looking for a front desk attendant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for front desk attendant

* Maintain and record accurate reservations for activities, such as tennis court times, children’s programs
* Assist in proper use of exercise and weight equipment
* Maintains fitness center files
* Assist guests with all needs that may arise in relation to their use of rental equipment
* Responsible for efficient and friendly customer service throughout the pro shop, accurately ringing up charges at the register and properly checking in all tennis players prior to play
* Respond to inquiries, lessons and court reservations for Members and guests both in person and on the phone
* Wash/fold/stack towels
* Make reservations for kids club, tennis courts and the spa
* Assist in maintaining locker rooms and laundry
* Make sure the entry area is ready for member usage

## Qualifications for front desk attendant

* Current CPR and AED certifications preferred
* Must be able to work Holidays, evenings and weekends
* Front Desk Receptionist Experience Preferred
* Must be polite and courteous
* Receptionist experience a plus
* Minimum 1 year experience in Front Office Operation