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# Example of Front Desk Attendant Job Description

Our company is looking for a front desk attendant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for front desk attendant

* Work with all other spa associates to ensure client comfort and satisfaction
* Responsible for opening/closing the facility
* Providing members with information about memberships, facility questions, upcoming programs, classes, training sessions
* Responsible for serving and taking care of the needs of the recreation center members, including complaints
* Responsible for the security of the building including access control and facility doors
* Responsible for handling all injuries/incidents that occur in the recreation center during your shift and filling out incident/accident reports
* Oversight of recreation center staff tasks and responsibilities
* Oversight of towel services, equipment cleaning tasks, and processing credit card transactions
* Maintain the appearance of the fitness facility and locker rooms
* Assist professional management staff with the implementation of various programs and initiatives

## Qualifications for front desk attendant

* Must be proficient and comfortable at answering phones, scheduling appointments, ringing sales, solving problems, and other general customer service-related procedures
* 35 hours -flexible for AM, PM and Weekends
* Display excellent communication skills and positive energy
* Current First Aid and CPR/AED or a BLS certification from the American Heart Association or the Red Cross is preferred, but will be required within the first three months of hire
* A minimum of one year of related experience is preferred
* Must be able to work Football game days