

Front Desk Associate (Part Time)

Red Bluff Health and Fitness Center



Gym Hours:

M-F 5:00am to 10:00pm
Sat 7:00am to 5:00pm
Sun 9:00am to 5:00pm

Part Time position

Hours: Shift may include opening hours, closing hours, or weekends

Starting Wage: \$11.00 hour plus commission

Benefits: Free gym membership and pro shop discount

The ideal candidate must be friendly, professional, dependable and hard working. Must be detail oriented with excellent customer service skills.

Job Duties Include:

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|----------------------|----------------------------------|
| Membership sales | Membership contracts |
| Cash handling | Balance cash drawer |
| Cleaning and laundry | Answer phones & Set appointments |
| Greet members | |

Position Requirements:

- Must be 18 years of age or older to apply
- Must have excellent customer service skills in person and over the phone.
- Must be able to use a computer
- Must meet employer's grooming standards
- Friendly, outgoing personality, will be greeting customers with a smile and upbeat attitude
- Must have good verbal and written communication skills
- Must be able to multi-task and have an eye for detail, will be giving tours and entering membership contracts using company specific software
- Some knowledge of exercising, working out and the benefits it creates is desired
- Must be able to take the lead in checking members in
- Must be willing and able to enforce Fitness Center safety rules and regulations for the overall safety of our members
- Must provide 3 work related references

Deadline to Apply: ASAP

To Apply:

Submit a completed standard application with resume a Job Application Questionnaire to a JTC staff person.