BRUNSWICK COMMUNITY COLLEGE

Job Description

Job Title: Evening Front Desk Operations FLSA: Non- Exempt
Reports to: Director Date: ASAP

The incumbent in this position is expected to support the College in achieving its mission and goals. Student focus, college services, and a willingness to assist as needed are expected from all employees.

GENERAL FUNCTION:

To provide excellent customer service and advocate for a safe and inclusive environment for all who enter into Brunswick Community College's Dinah E. Gore Fitness & Aquatics Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide excellent customer service and advocate for a safe and inclusive environment for all who utilize and visit the Dinah E. Gore Fitness and Aquatic's Center.
- Enforce all rules and policies of the Fitness & Aquatic Center to provide a safe and secure environment for members and guests
- Assist with front desk operations as needed including but not limited to membership files, photo ID's, center tours, filing, MINDBODY© entry, etc.
- Assist with event preparations such as floor layout, set up, breaking down and equipment usage
- Maintain a log of activities throughout the shift including but not limited to work order status, fitness center daily cleaning list and facility maintenance checklist
- Responsible for closing the center down each night according to closing procedures. (Making sure members/guest exit the building, locking all doors, turning off lights, evening close out and reconciliation of cash register and audit, etc.)
- Assist in the promotion and marketing of facility programs
- Address risk management and maintenance issues as needed and report all issues to Center Director by the next business day.
- Make timely rounds throughout the facility checking for all cleaning, safety, and maintenance issues that need to be addressed.
- Complete monthly inventory of all merchandise and manage all merchandise processes
- Perform equipment orientations as needed
- Work a flexible schedule that includes evenings and weekends

MINIMUM REQUIREMENTS:

- Associate's Degree
- Experience maintaining a fitness operations
- Must possess excellent customer service skills and the ability to work well with others
- Ability to work flexible hours evenings and weekends
- Must possess strong decision making skills
- Ability to communicate effectively with patrons in a variety of situations

This is a part-time position. Salary range is determined by the candidate's background and experience. A completed and signed Brunswick Community College application, a letter stating your qualifications related to the position requirements, skills and abilities and résumé are required. Applications may be found online at **www.brunswickcc.edu.** Applicants should send all documents and inquiries to Employee Services, Brunswick Community College, PO Box 30, Supply, NC, 28462. Telephone: 910.755.7300 or 800.754.1050.

BCC is an EOE Employer.