**Front Desk Attendant**

**Basic Function:**

* Perform the daily tasks related to the efficient and effective operation of the front desk/reception area.

**Desired Characteristics:**

* Professional appearance
* High level of both oral and written communication skills
* Excellent customer service skills
* Proficiency working with computers and various software programs, including Microsoft Office products, including Outlook, Word, and Excel
* High work capacity and ability to work with positive energy
* Experience in cash handling

**Primary Duties and Responsibilities**including but not limited to:

* Assist management staff in administrative duties and responsibilities
* Serve as receptionist for the telephone system, walk-in guests, and arena patrons in a polite and professional manner
* Operate a point-of-sale system (cash register)
* Manage and account for registration and fee collection for "single session" programs offered by the facility including open skate, stick & puck, and drop-in hockey
* Manage and account for registration and fee collection for participant registrations for facility programming
* Effectively and efficiently communicate with the public
* Stock program brochure displays
* Execute established policies and procedures