



THE CORPORATION OF THE MUNICIPALITY OF RED LAKE

POSITION DESCRIPTION

Front Desk Attendant

**Casual**

**1. PURPOSE AND SCOPE**

This position serves at the initial point of contact for members, guests and the general public at the Red Lake Community Centre. The role involves a combination of customer service, administrative support and recreational tasks aimed at providing a welcoming and efficient experience for all visitors.

**2. REPORTING RELATIONSHIP**

Position reports directly to the Recreation Supervisor

**3. LOCATION**

Red Lake Community Centre - 10 Hammel Road, Red Lake

**4. RATE OF PAY**

\$21.57 (Hourly)

Unionized Position (United Steelworkers)

**5. RESPONSIBILITIES**

- Warmly greet members and visitors upon arrival.
- Handle inquiries related to facility activities, programs, schedules both in person and over the phone.
- Provide accurate information and resolve any concerns or complaints in a professional manner.
- Assist with membership sign-ups, renewals and cancellations.
- Track concession inventory, maintain supplies and ensure all requirements are completed for program registration and membership.
- Handle cash, operate cash register and perform cash out duties.
- Ensure everyone using the facilities are following rules and policies of the community centre.
- Cleaning the community centre, such as mopping, vacuuming and sanitizing equipment.
- Other duties as assigned by the supervisor.

## **6. WORKING RELATIONSHIP**

- Regular communication with the Recreation Department and other municipal departments.
- General public

## **7. SKILLS REQUIRED**

- Strong interpersonal and communication skills.
- Excellent organizational skills and attention to detail.
- Basic math skills for handling cash transactions.
- Friendly, outgoing and enthusiastic attitude.
- Willingness to work flexible hours, including evenings and weekends, as required.

## **8. WORKING CONDITIONS**

- Work is performed in a community centre environment with a mix of standing, sitting and light physical activity.
- Regular interaction with a diverse group of community centre users, including children, adults and seniors.

**DEADLINE: Open until filled**