

Summit Activities Center Receptionist Job Description and Duties

This position is responsible for checking in all Summit Activities Center members and guests and ensuring that they have proper identification. Computer operator and clerical skills are required for this position. Customer service is also a very important aspect of this position, and it is imperative that all customers are treated with respect and concern, as the SAC has a significant number of members/guests that are new to the fitness industry. This position requires a highly motivated, self-starter individual that can stay busy and commit to being a team player with the other employees of the SAC. It is crucial that the employee learn and ensure that all SAC rules and policies are followed.

Other important information regarding the receptionist position:

- The starting salary for this position is \$14.00 per hour.
- All new employees are hired for a probation period of 3 months.