



Front Desk (Night Shift) Job Description

Title: Front Desk (Night Shift)

Reports to: Detail Manager

Pay type: Hourly

Pay range: \$15.00 per night shift hour, \$13.50 per day shift hour

Schedule: Must take at minimum 3 night shifts per week (1 weekend shift at minimum)

Job Summary:

The front desk night staff will be responsible for following facility maintenance procedures for all areas of our Studio A and Studio B facility. The front desk staff has daily contact with members, staff, prospects and other personnel and therefore is a key player on the facilities team. The front desk provides support, and is accountable for delivering on our commitments to our members. They will be well-versed in all maintenance processes and health and safety regulations. The front desk responds to ADAPT's service needs and is instrumental in helping ADAPT's goal to ensure the facilities are well-cared for and adequate to support the organization's operations.

Meeting Schedule:

- Team meeting - 1-hour Monthly
- Front desk or detail meeting - 1-hour Monthly

Major tasks and responsibilities:

1. Manages events/rentals taking place during their shift
2. Understands how to use the check-in/out system
3. Assure the facility is maintained in a clean, sanitary and safe condition.
4. Delivers superior customer service and represents the company in a professional manner at all times.
5. Helps in preparing vacant rooms for new partnerships.
6. Reports any maintenance concerns on the building, and common areas, to the General Manager.
7. Attends and participates in training programs as required by management
8. Maintains and safeguards all company tools and equipment

Physical Requirements:

- Must be able to lift up to 45 pounds at times.

Compensation package

- Vacation/sick days
 - Shifts can be swapped with other staff members in the same month.

Employee Signature: _____

Date: _____

Print Name: _____

Managers Initials: _____