

The logo for The Summit Sports and Ice Complex features a green semi-circle above the word "THE" in a bold, black, sans-serif font. To the right of "THE" is the word "SUMMIT" in a larger, bold, black, sans-serif font. Below "THE" and "SUMMIT" is the text "Sports and Ice Complex" in a green, sans-serif font.

THE SUMMIT

Sports and Ice Complex

JOB POSTING

Position: Front Desk

Location: Dimondale, MI

Hours: Part-Time

Reports to: Manager on Duty

Job Overview:

The Summit Sports and Ice Complex is seeking a part-time front desk worker. The efforts and responsibilities associated with this position are greeting the customers, work with our point of sale system with taking payments, answering phone calls, daily tasks, communicate with managers when needed, and open or closing the building. We are looking for an individual who is able to maintain relationships with customers, work well with a team, solve issues that may arise, and keep a positive attitude.

Job Description:

- Greeting customers
- Collecting and applying payments to customers' accounts
- Work with management and other employees
- Cash handling
- Work on a point of sale system
- Answering the phone
- Assisting Management
- Daily tasks of running front desk, opening, closing, and run public events
- 10-20 hours a week
- Able to work midafternoon- night and weekends

Interested applicants should forward resume to:

Alyssa Fausneucht

Assistant Manager

alyssa@thesummitsportsandice.com