



Front Desk Employee

Department: Fitness and Recreation

Hired By: Front Desk Manager

Reports To: Front Desk Manager

Campus: The Loop

Status: Part-Time

Employment Category: IV

Summary of Position: Assist the Front Desk Manager in carrying out the necessary functions to protect and promote all aspects of the Fitness & Recreation Ministry of the Church.

Purpose: The Front Desk is responsible for effectively managing all operations of the Front Desk and may have the additional duty of opening/closing the facility. The Front Desk is the welcome/help center of the ministry and the church.

Duties and Responsibilities:

- All operations required for the Front Desk to effectively manage Fitness Center activity and membership.
- All aspects of opening/closing facility.
- Without fail perform critical Raptor checks, Par-Q's, medical release's & liability waivers. All documents should be placed in electronic membership file when possible.
- Critically important is creating & maintaining culture of welcome to members and guests.
- Monitor and promote safety in the facility.
- Effectively give tours of facility.
- Monitor & report proper maintenance of the exercise equipment and facility.
- Perform proper cleaning of weight rooms and facility.
- Be expected to lift at least 35lbs or more to assist with racking and cleaning free weights.
- Answer phone in a professional manner.
- Return emails and follow-up with staff and members when needed.
- Assist Front Desk Manager inputting data into the computer.
- Actively seek ways to improve operations of the front desk.
- Assist with parties as needed.
- Be willing to switch/cover shifts when necessary.
- Complete all necessary tasks to set next shift up to succeed.
- Notify Front Desk manager of accidents/issues or problems and fill out accident report to be submitted to HR.
- Work cooperatively with the Recreation Associate assisting with recreation programs and events.
- Work cooperatively with all HFBC staff concerning facilities, activities and special events.



HOUSTON'S FIRST

BAPTIST CHURCH

This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor.

Basic Personal Responsibilities:

- Above all, to grow closer to Jesus Christ. Through a daily quiet time with the Lord and seek to keep Jesus Christ as the priority of your life, realizing that prayer, Bible Study and Christian fellowship are essential to growing in God's will each day.
- Keep family in the right position of priorities and see that they come before everything except your personal relationship with the Lord, even before the work of the church.
- Rightly relate to your immediate supervisor and all other church staff. This will call for flexibility and a spirit of teamwork.

Skills Requirements: Select all that apply

Language skills

Math skills

Reasoning ability

Computer skills:

Windows

Mac

MS Office

MS Outlook

Other:

Administration

Service to others

Teacher/Leader

Good Communication skills

Team builder

Self-disciplined

Servant leader

Decision maker

Strong work ethic

Empathy for ministry partners

Attention to detail

Other: Current CPR/AED/First Aid Certification, Exhibits good judgment

Education and/or Experience:

College graduate preferred

Administrative Experience

Personnel Management

Church Staff experience preferred

Other: High school education required

Organizational Relationships: Reports to Front Desk Manager



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BAPTIST CHURCH

Working Conditions: Select all that apply

- 40 hour work week Additional hours as needed Occasional off campus activities
- Continuing Education Specialized training Occasional travel
- Other:

Contact:

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