

## Front Desk/Snack Bar Job Description

**Chesterbrook Swimming and Tennis Club (CST)**, a member-owned swim and tennis club located in McLean, Virginia, is seeking Front Desk and Snack Bar Attendants to assist the Club Manager and Assistant Managers in club operations, maintenance, and administration. There are positions available for full-time employees as well as part-time employees during the summer season (May through August) and includes support (when available) both the month before opening for club preparations and the month after closing for club winterization.

Set on nine wooded acres in the Chesterbrook neighborhood of Fairfax County, CST has a membership of 660 families, and includes two full-size (25-meter) pools and a wading pool, five regulation tennis courts, and a clubhouse with locker-rooms and a snack bar. In the grounds, there is a sand volleyball court, picnic areas and extensive open spaces. The seasonal staff is comprised of lifeguards, plus staff for the grounds, snack bar, and front desk. The total number of individual staff may be greater than 60, although each shift might only be 10 or less. This position will report to the Club Manager.

The qualified applicant will perform a variety of duties in assisting the Club Manager and Assistant Managers, including maintenance of club facilities, setup and breakdown of furniture and equipment, and other operational duties as determined by the Club Manager. Above all, the qualified applicant will have enthusiasm for making the pool a safe and fun place for the entire CST community.

### Duties and Responsibilities

1. Maintenance and Administrative
  - a. Front Desk
    - i. Maintain a clean and organized desk and floor area
    - ii. Alert Manager when supplies are low or inadequate
    - iii. Provide members with information on club activities and events
    - iv. Verify membership records and enforce guest fees
  - b. Snack Bar
    - i. Maintain a clean and organized window and floor area
    - ii. Recognize and remove bad/expired inventory
    - iii. Keep refrigerators, freezers, microwave, and sink area clean and orderly
    - iv. Receive comments/complaints and relay to management
2. Daily Duties
  - a. Front desk
    - i. Check in and verify membership of entering pool patrons
    - ii. Offer information, forms, and products to members/guests
    - iii. Collect guest fees and other transactions on behalf of the club
    - iv. Total earnings from the day and report to the Manager on duty
    - v. Perform jobs on daily list of duties for opening and closing
    - vi. Perform periodic safety and cleanliness checks

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- b. Snack Bar
  - i. Vend food and drinks to members and collect appropriate cash
  - ii. Prepare hot food using microwave
  - iii. Take a weekly inventory of supplies
  - iv. Total earnings from the day and report to the Manager on duty
  - v. Perform jobs on daily list of duties for opening and closing
  - vi. Perform periodic safety and cleanliness checks

### Qualifications:

- Must be 14 years of age and acquire a work permit from school (if 15 or younger)

### Desired Qualifications:

- Strong interpersonal/communication skills to deal with a membership that has high standards and expectations.
- Ability to handle money, calculate total charges for goods and determine the correct change as needed.
- Ability to meet the physical requirements of the job including moving boxes, cleaning, and operation of microwave.
- Available to work from Opening day (May 17) to end of summer season including Memorial and Labor Day weekends, and 4th of July.
- Able to work up to 20 hours or more per week during busy periods at the pool

COMPLETED CST SEASONAL EMPLOYMENT APPLICATION REQUIRED

COMPETITIVE COMPENSATION COMMENSURATE WITH EXPERIENCE