

Night Time/Weekend Front Desk

Part time- 20-35 hours a week

Serve as the initial point of contact for visitors, telephone calls, and deliveries

Efficiently and courteously answer multi-line telephone system

Know the facility and all it has to offer

Keep the front desk and retail area clean and organized

Provide administrative assistance as needed

Prepare daily seating/reservation charts

Direct guests to their reserved area upon arrival

Schedule and input reservations

Teach bocce lessons to groups, no previous bocce experience required!

Assist guests with retail purchases and to-go orders

Qualifications:

Good with time management

Excellent communication skills and friendly personality

Organized, reliable, and courteous

Functional computer skills

Capable of multi-tasking

Must be available to work evenings and weekends

\$10.00/ hour

Schedule: Start time 4:30pm or 5:00pm for a night shift, may have 10-5pm shifts on Saturday and Sunday

To apply: E-mail Resume and brief description of why you are interested in the position to Ilene at Ilene@campodibocce.com