

[hartford craigslist](#) > [jobs](#) > [customer service jobs](#)[email this posting to a friend](#)

Avoid scams and fraud by dealing locally! Beware any deal involving Western Union, Moneygram, wire transfer, cashier check, money order, shipping, escrow, or any promise of transaction protection/certification/guarantee. [More info](#)

please flag with care: [?]

[miscategorized](#)

[prohibited](#)

[spam/overpost](#)

[best of craigslist](#)

GUEST SERVICE COORDINATOR - PT (Valley Sports Center, Canton CT)

Date: 2011-09-23, 3:44PM EDT

Reply to: see below [Errors when replying to ads?]

Valley Sports Center, an exciting indoor sports facility in Canton, CT is looking to hire several part-time Front Desk Guest Service Coordinators. We are looking for high energy, hardworking, enthusiastic, customer service oriented individuals. Candidates must have a passion for sports and the desire to work as part of a strong team in a fun, fast-paced, family-friendly environment!

Front Desk Guest Service Coordinator responsibilities include:

- *Greet all guests and ensure quality, helpful, friendly, courteous and professional service is provided at all times
- *Direct guests to areas in the facility; announce arrival of class members to instructors
- *Be well versed on all sports programming and services offered at facility
- *Quickly learn sports programming software
- *Ensure all registration and monetary transactions are performed efficiently and accurately, and assist with close-out procedures
- *Cordially answer phones, assist guests, take thorough messages or transfer calls as necessary
- *Assist with the Food & Beverage area as necessary
- *Assist with keeping the front desk, seating, food & beverage, and restroom areas clean and free of trash
- *Ensure personal appearance and hygiene meets grooming standards and present a professional image at all times
- *Ensures compliance with all regulatory, safety and health standards
- *Provide assistance with other related duties as assigned

Skills/Qualifications: Applicants must have a minimum of 1 year prior proven customer service experience in a fast paced environment. Applicants must convey a professional image and have exceptional communications skills to comfortably and effectively speak on the phone and in-person with guests, coaches and management staff. Applicants must be very computer savvy, reliable and punctual. Ability to work in a team environment and take direction is essential. Ability to work a flexible schedule, including days, nights and weekends is a plus.

All Valley Sports Center employees receive free team uniform shirts, 20% discount on product/services, and a FREE Individual Facility Membership at our center (\$240 value).

If you believe you have what it takes to be a committed and contributing member of our team, please

forward your resume and cover letter to valleysportscenter@comcast.net.

- Location: Valley Sports Center, Canton CT
- Compensation: \$8.50 per hour
- This is a part-time job.
- Principals only. Recruiters, please don't contact this job poster.
- Please, no phone calls about this job!
- Please do not contact job poster about other services, products or commercial interests.

PostingID: 2613782158

No contact info?

if the poster didn't include a phone number, email, or other contact info, craigslist can notify them via email.

Copyright © 2011 craigslist, inc. [terms of use](#) [privacy policy](#) [feedback forum](#)