



WEST HILLHURST COMMUNITY ASSOCIATION

Member Services Representative – F/T

Job Description: West Hillhurst Community Association is seeking a full-time Member Services Representative. The qualified individual must be dependable and reliable, exhibit enthusiasm for the facility, for the job, and believe in a high quality of customer service. Individual must have a friendly, outgoing personality, enjoy social interaction and have a genuine interest in health and fitness.

Hours: Weekdays 1:00pm-9:00pm

Reports to: Squash & Fitness Supervisor

Wage: \$15.00/hour to start. Free health club membership for the duration of employment after 90 days.

Responsibilities:

- Greet and check in members/guests, verify memberships, follow facility COVID protocols
- Provide accurate information regarding membership types and prices
- Process membership and drop in sales using ActiveNet
- Book squash and tennis courts for members
- Conduct facility tours for potential members
- Reconcile daily cash outs
- Maintain cleanliness of health club facility
- Maintain towel service for members
- Keep desk and lobby neat and clean at all times
- Keep supplies stocked at all times
- Other duties as assigned

Qualifications:

- Friendly
- Reliable
- Punctual
- Able to work 40 hours/week
- First Aid & CPR certified
- Police record check required
- High School Diploma
- Experience in a fitness setting preferred

To apply: Email your cover letter and resume to Chris Cheng at whfitness@westhillhurst.com

Position will remain open until suitable candidate found