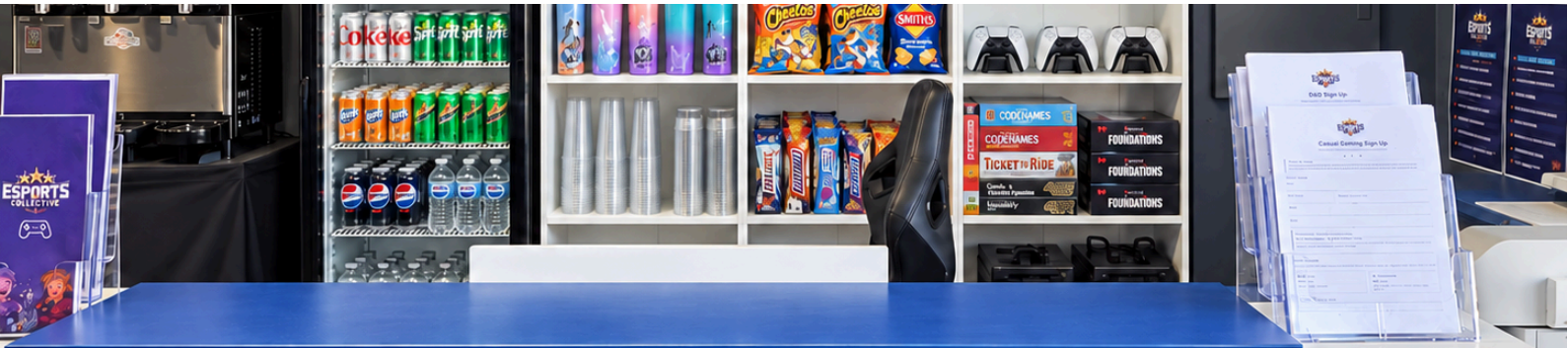


FRONT-OF-HOUSE

FRONT DESK



ABOUT THIS JOB

Supported by your Support Worker, you will be the first person someone sees when they walk in. You say hello, take the payment, and get them onto a PC. The Staff App shows you who is booked and which machines are free, so you are never guessing. You answer the same few questions all day, and that is the job. Front desk experience is the thing nearly every employer knows how to read on a resume.

WHAT YOU DO

- » Welcome people when they walk in the door
- » Take payments and hand over the receipt
- » Check the Staff App for who is booked in
- » Set people up on a PC and start their time
- » Show new people where everything is

WHY THIS JOB MAY SUIT YOU

- » You like talking to new people
- » You like helping someone get started
- » You do not mind repeating yourself
- » You are happy being on your feet
- » You want customer service experience
- » You have not worked a front desk before

WHEN YOU CAN WORK

MON	TUE	WED	THU	FRI	SAT	SUN
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3 hour shifts, 3pm to 6pm. Fridays and Saturdays also 12pm to 3pm.

Work one day a week, two days, or more. It is up to you.