

## **Citizens School Gym Receptionist Job Description**

**Position:** Gym Receptionist (Male)  
**Department:** Sports & Recreation  
**Reports:** Managing Director of Operations

### **Introduction and Supporting the Vision and Values:**

Vision:

- **Inspire, Empower, Thrive**

The Gym Receptionist plays an integral role in embedding Citizens School's vision and ethos by living out the following values:

- Entrepreneurship
- Empathy
- Inclusivity
- Growth Mindset
- Curiosity
- Resilience
- Well-Being

### **Job Summary:**

We are seeking a professional and proactive Gym Receptionist to be the first point of contact for our school's sports facility. The role involves welcoming and assisting members, ensuring the gym environment is well-maintained, and supporting the smooth running of the sports area. The ideal candidate will also provide light support in the on-site refreshment corner and occasionally assist in the school's reception as required.

### **Key Responsibilities:**

- Greet and assist members, visitors, and staff in a friendly and professional manner.
- Monitor and maintain the gym area, ensuring equipment is tidy and safe.
- Support in preparing and serving light refreshments at the sports café.
- Assist with basic administrative tasks and.
- Provide reception cover in other areas of the school when required.

### **Qualifications & Skills:**

- High school diploma or equivalent; additional training in customer service or fitness is an advantage.
- Previous experience in customer service or a gym/sports facility preferred.
- Good communication and interpersonal skills.
- Ability to work in a team and adapt to different tasks.
- Physically able to assist with light equipment handling.



Contract Type: Full-time, fixed-term .  
Start Date: Immediate / Upon availability.

#### Employee Acknowledgment

I acknowledge that I have read and understood the responsibilities and expectations outlined in this Job Description.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

