



Front Desk Staff Job Description

We are seeking talented people to join our spiritual community as members of our staff. Bring your gifts to the community and enjoy an environment that supports creative expression. As a staff member, you will help us to build our center as a teaching and demonstration site for thriving community. Enjoy the paid holidays and delicious farm-to-table meals cooked daily by our talented chefs!

JOB RESPONSIBILITIES:

- Answer phone and email inquiries in a friendly and professional manner
- Book reservations
- Process payments
- Maintain files and update reports
- Check in guests and give tour of facility and show guests to their rooms
- Maintain office cleanliness
- Prepare event books
- Six-month review with supervisor for future position growth

SKILLS & EXPERIENCE:

- **Organized, detail-oriented, self-motivated, flexible, and able to work well with many different kinds of people in stressful situations.**
- **Ability to multitask and prioritize projects and duties.**
- Previous experience in front desk/guest services required
- Kindness, conscientiousness, and ability to work with ambiguity are critical.
- Highly skilled in greeting guests and responding to their needs in a professional, caring and positive manner
- Be a YES person when caring for our guests
- Ability to thrive in a team environment.
- Excellent oral and written communication skills.
- Skilled in using e-mail, Microsoft Office, and other basic computer applications
- Availability to work weekends
- Honesty and integrity
- Openness to constructive feedback
- The ability to lead, follow, take initiative, or take direction and the judgment to know when each is appropriate