



Position: Front Desk Staff

Reports To: Front Desk Floor Supervisors

Salary: \$20/ hour (plus \$1 per hour worked lump sum bonus upon completion of the season)

Hours of Work: November- April. 10 - 25 hours per week available.

Job Description: The front desk staff is an incredibly important part of the Crested Butte Nordic team. Front desk staff serve as daily representatives of the mission of Crested Butte Nordic. They will also support the Program Support Coordinator with any tasks deemed appropriate. They are the people that customers see and interact with on a daily basis and provide a high level of customer service.

Key Duties and Responsibilities:

- Distribute season passes
- Fulfill rental reservations
- Sell day passes, lessons, tours, and merchandise
- Maintain and sanitize rental fleet
- Answer customer questions and provide information about CB Nordic's offerings
- Assist customers with online reservations & digital interactions
- Perform sanitizing and snow removal duties around the Nordic Center
- Clean and maintain the downstairs area