

1. Position  
Advert

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Weekend's / Flex



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Centennial Training Center (CTC) Fort Carson, Colorado

## DESK CLERK

### Overview:

This position must provide clean, sanitary comfortable, orderly and satisfying surroundings for the students. The desk clerk promotes outstanding customer service and sanitary conditions which prevent the spread of infection and odors. The main goal of the desk clerk at FLETC is to handle student complaints, concerns and needs in a positive manner, while providing extraordinary service.

### Physical Requirements:

This position demands good physical and mental health. The desk clerk will be required to lift, carry, walk, sit, push, pull and work a flexible schedule, must be able to lift up to 50lbs in order to take out the trash.

### Duties:

- General knowledge of computers
- Excellent interpersonal/communication and customer service skills
- Maintains professional appearance and demeanor at all times
- Moderate bending, stooping, reaching above/below waste, pushing/pulling movements, standing, kneeling, sitting, walking, lifting and typing may be required.
- Greets, checks-in, issues keys and serves students
- Responsible for proper key control and security measures
- Responsible for proper telephone etiquette at all times
- **Responsible for passing down anything and everything that happened to following ship via pass-down log book and verbal communication. (This is very important)**
- Report all maintenance concerns and student complaints properly
- Responsible for disposal of trash, waste, and other disposable materials.
- Empty trash containers daily.
- Wet mop floors in all student centers/lobbies and bathrooms daily.
- Clean bathrooms in center/lobby (including commodes, mirrors, floors, etc.)
- Report any needed repairs immediately to maintenance (such as leaky faucets or toilets, loose tile, broken window panes, missing nuts or screws, beds needing repair, etc.).
- Use safety precautions in all housekeeping services.

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

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

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