

**FRONT OF HOUSE – ROLE DESCRIPTION**

**(GUIDANCE FOR CLUBS TO ADAPT FOR THEIR OWN USE)**

**Responsibilities**:

• Meeting and greeting customers

• Signing in customers

• Taking bookings

• Seting up equipment and facilities

**Knowledge and skills required:**

• Excellent communication skills (written and verbal)

• Enthusiastic

• Well organised

• Good listener

• Prepared to make a regular time commitment