

Receptionist / Front Desk Staff

Position Type: Full-time or Part-time

Start Date: May 2026

Location: The Loading Dock

Reports to: Business Manager / Owner



Overview

The Receptionist serves as the first point of contact for guests, clients, and vendors. This role supports both the restaurant and event venue, as well as the building management company (Building 324) by managing front desk operations, communications, and administrative tasks.

Key Responsibilities

- Greet guests and clients professionally
- Answer phones and respond to general inquiries
- Schedule tours and appointments
- Assist with event inquiries and direct leads appropriately
- Receiving all incoming and outgoing mail and deliveries for all building tenants, including freight shipments (no forklift certification necessary)
- Maintain cleanliness and organization of front desk areas
- Support basic administrative tasks as needed

Qualifications

- Strong communication and customer service skills
- Comfortable with phones, email, and basic computer systems
- Organized and detail-oriented
- Friendly, professional demeanor
- Ability to multitask in a fast-paced environment

Scheduling & Pay

- Flexible scheduling available. May be filled by one full-time or two part-time employees. Hours to be covered 8-5 M-F.
- Some evening or weekend availability may be required
- \$20/hr