

## Marina Club Receptionist Job Description

Captain's Cove is looking for a Part-Time Receptionist to greet Members and guests at the Marina Club. You will be in charge of checking in Members to use Marina Club facilities and amenities, answering phones and taking messages, answering questions about Captain's Cove in general, and answering and returning e-mails.

To be successful in this role, you will need excellent written and verbal communication skills, as well as competency in Microsoft Office applications such as Word and Excel. Prior experience as a receptionist is also helpful.

### Receptionist Responsibilities:

- Greet Members and guests with a positive, helpful attitude.
- Assisting Members and guests in finding their way around the building.
- Answering basic questions about Captain's Cove and amenity access.
- Creating new Membership and Guest cards for authorized visitors.
- Assisting with a variety of administrative tasks.
- Answering phones in a professional manner and routing calls as necessary.
- Assisting staff with administrative tasks.
- Performing ad-hoc administrative duties.
- Answering, forwarding, and screening phone calls.
- Keeping a joint calendar with other receptionists for amenity reservations and special events.
- Must be available to work weekends and holidays (Christmas Day excluded.)

### Receptionist Requirements:

- Must have excellent customer service skills.
- Prior experience as a receptionist or in a related field.
- Consistent, professional dress and manner.
- Excellent written and verbal communication skills.
- **Competency in Microsoft applications, including Word, Excel, and Outlook. Able to learn new software.**
- Microsoft Office: 1 year (Required)
- Customer Service: 1 year (Required)
- Good time management skills.
- Experience with administrative and clerical procedures.
- Able to contribute positively as part of a team, helping out with various tasks as required.

**Job Type:** Part-time

**Pay:** From \$15.00 per hour

**Expected hours:** 15 – 30 per week

**Schedule:** Rotating schedule, which may include shifts ranging from four to ten hours long, between 9:00 am and 7:00 pm. Weekends and Holidays required.

**Work Location:** 3323 Dock Court, Greenbackville, VA 23356

For more information contact Julia Knopf, [jknopf@captscove.com](mailto:jknopf@captscove.com) applications may be submitted online or at the Captain's Cove Reception Desk.

Please complete this application printing in ink. INCOMPLETE or UNSIGNED applications will not be considered.

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, marital status, or disability.

Do you need an accommodation to participate in the application or interview process? Yes ☐ No ☐

# EMPLOYMENT APPLICATION

EMPLOYER: Captain's Cove Golf & Yacht Club, Inc DATE:

JOB TITLE:

Date you can Start:

Salary Desired:

## Personal Information

Name:

Social Security #

Present Address:

City:

State:

Zip:

Home Phone:

Mobile Phone:

Driver's License #:

E-Mail Address:

Are you 18 years or older? Yes ☐ No ☐ Are you currently employed? Yes ☐ No ☐

\*Have you been convicted as an adult of a criminal offense (felony or misdemeanor)? Yes ☐ No ☐

If yes, please describe:

\*CCG&YC, INC will not automatically reject an applicant who has been convicted.

Do you consent to a background check? Yes ☐ No ☐ Do you consent to a drug test? Yes ☐ No ☐

Are you either a U.S. Citizen or an alien authorized to work in the United States? Yes ☐ No ☐

U.S. Military Service: Rank: Member of National Guard? Yes ☐ No ☐

Have you ever worked for or applied for a position at Captain's Cove Golf & Yacht Club? Yes ☐ No ☐  
If yes, What position? When?

## Education

CCG&YC reserves the right to request sealed transcripts verifying degrees or certifications

EDUCATION	NAME & LOCATION OF SCHOOL	NO. OF YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
HIGH SCHOOL				
COLLEGE				
COLLEGE				
TRADE SCHOOL				

Beginning with your PRESENT OR MOST RECENT employment and working backward, list the last three employers. Clearly describe the work (duties) you personally performed. You must fill out this application completely. You are encouraged to submit a personal resume with this application.

## Work History

CCG&YC reserves the right to request W-2's to verify employment and level of pay.

Official Job Title:		Company Name:		Type of Business:	
Name of Immediate Supervisor:			Business Address:		Business Phone No.:
Employed From:		Employed To:		Salary or Wage	
(Mo.)	(Yr.)	(Mo.)	(Yr.)	\$	Per
No. of Employees Supervised:		Reason for Leaving:			
Duties: (Must be Listed)					

Official Job Title:		Company Name:		Type of Business:	
Name of Immediate Supervisor:			Business Address:		Business Phone No.:
Employed From:		Employed To:		Salary or Wage	
(Mo.)	(Yr.)	(Mo.)	(Yr.)	\$	Per
No. of Employees Supervised:		Reason for Leaving:			
Duties: (Must be Listed)					

Official Job Title:		Company Name:		Type of Business:	
Name of Immediate Supervisor:			Business Address:		Business Phone No.:
Employed From:		Employed To:		Salary or Wage	
(Mo.)	(Yr.)	(Mo.)	(Yr.)	\$	Per
No. of Employees Supervised:		Reason for Leaving:			
Duties: (Must be Listed)					

May CCG&YC contact your present supervisor? Yes ☐ No ☐ if no, please explain:

Do you have any physical limitations that preclude you from performing any work for which you are being considered? Yes ☐ No ☐ If yes, what can be done to accommodate your limitation?

## References

Give the Name of three persons not related to you, whom you have know for at least three years.

NAME	ADDRESS	PHONE #	BUSINESS	YEARS ACQUAINTED

## In Case of Emergency Notify:

Name

Relationship

Phone No.

I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSE STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND REFERENCES LISTED ABOVE, TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE. I AGREE TO RELEASE ALL PARTIES FROM LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING SAME TO YOU.

I UNDERSTAND AND AGREE THAT, IF HIRED, MY EMPLOYMENT IS FOR NO DEFINATE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANYTIME WITHOUT NOTICE. ALL EMPLOYEES SUBJECT TO PRE-HIRE SUBSTANCE SCREENING, AS WELL AS RANDOM SUBSTANCE SCREENING, AND SATISFACTORY COMPLETION OF A 90 DAY PROBATIONARY PERIOD.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

Do Not Write Below This Line

Interviewed By: \_\_\_\_\_

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

Comments: \_\_\_\_\_

Hired: Yes ☐ No ☐

Position: \_\_\_\_\_

Department: \_\_\_\_\_

Salary/Wage: \_\_\_\_\_

Date of Reporting to Work: \_\_\_\_\_

Approved 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Employment Manager

Department Head

General Manager