



Front Desk Staff (2 positions)

KrossLine is a dance studio founded in 2018. Beyond its physical entity, KrossLine has built a community that empowers the younger generation with dance and a variety of social activities. KrossLine teaches many different styles like Hip-Hop, Jazz-funk, K-Pop, etc.

Overview

We are looking for two front desk staffs to complete our weekly shifts. We open 6 days a week with an open time of around 30 weeks (it might vary from season to season). The responsibility of desk staffs is to make sure that the day-to-day operations go smoothly with safety. We are looking for people who are trustworthy, organized and have previous customer service experience. If you think you are one of them, don't hesitate to contact us.

Job description

- Welcome clients and check in them upon entry, you will learn how to use WIX backstage program to manage reservations on a daily basis.
- Accept and process clients' payments.
- Perform open and closing duty and guarantee classes and rentals are running punctually.
- Respond to clients in a professional manner, answering inbox through our social media platform.
- Clean the studio after the opening and before the closing.
- Film classes when instructors require.
- Help studio promote events and new classes.

Qualification

- You must be an organized person.
- Previous customer service experience is highly appreciated for this position.
- You must be bilingual in English and French and Mandarin is an asset.
- You must feel comfortable to work with international students and new comers.
- You must have passion in K-Pop and Asian culture.

Typical shift (Summer)

Tuesday 4:30 – 10PM

Wednesday 4:30 -10PM

Thursday 6:30 – 10:30PM

Friday 6:30 – 10:30PM

Saturday 12:30-7PM

Sunday 12:30-5:30PM

At KrossLine, we are committed to creating a culture and environment where all members of our community feel welcome and have the opportunity to succeed.

Salary

15.25 \$ per hour for probational period (3 months), 17.00 \$ per hour for formal staff

You need to be able to work at least 15 hours a week.

How to apply

Please send us your CV and a brief introduction to krosslinedance@gmail.com

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