

# FRONT DESK

Connect. Support. Energize.

At JAB.X.BURN and X.CORNER, the front desk is not «just reception.»

You are the first impression, the energy setter, and one of the biggest reasons clients feel welcomed and connected to the studio.

We are looking for warm, proactive, high-energy people who genuinely enjoy hospitality, people, fitness culture, and premium customer experience.

This role combines front desk operations with café/barista responsibilities inside a modern boutique fitness environment.

## YOUR DAILY GAME

- Welcome and check in clients with professionalism and energy
- Create a friendly, premium, community-driven atmosphere
- Help first-time clients feel comfortable and excited
- Manage class flow and studio organization
- Support coaches and daily studio operations
- Assist with member questions, bookings, and purchases
- Maintain cleanliness and presentation standards throughout the studio
- Handle towels, headphones, retail, and client preparation areas
- Ensure smooth pre-class and post-class experience
- Prepare coffee, matcha, shakes, and café items to brand standard
- Maintain cleanliness and organization of café operations
- Handle payments and point-of-sale systems accurately
- Monitor stock levels and communicate inventory needs
- Deliver fast, friendly, high-quality service during busy periods
- Maintain strong presentation and attention to detail

## WHAT WE'RE LOOKING FOR

- Friendly, confident, and naturally welcoming personality
- Strong communication and people skills
- Ability to multitask in a fast-paced environment
- Positive attitude and team mentality
- Reliable and punctual
- Comfortable working early mornings, evenings, and weekends
- Interest in fitness, wellness, hospitality, or café culture
- Previous customer service, hospitality, café, or front desk experience is preferred but not required

### The Ideal Person

You enjoy being around people. You notice the small details. You understand how important atmosphere, music, cleanliness, and energy are to a premium experience.

You stay calm under pressure, take initiative without being asked, and care about making people feel genuinely welcome.

## WHAT YOU GET

- Work inside a premium boutique fitness environment
- Fun, energetic team culture
- Flexible shifts
- Staff training and development
- Opportunity for growth within the company
- Free or discounted classes
- Access to community events and activations
- Competitive compensation based on experience

## EXPECTATIONS

- Professional presentation and communication
- Strong teamwork and accountability
- Maintaining high cleanliness and service standards
- Bringing positive energy to every shift
- Supporting both studio operations and café experience equally.

## READY TO POWER THE DESK?

Send us your application to [hey@jabxburn.com](mailto:hey@jabxburn.com) including:

- CV
- Short introduction
- Optional: experience / social links