

## RECEPTIONIST QUESTIONNAIRE

SW/HRD/QRC/001.1	Date:
Name:	<input type="checkbox"/> Have Qatari Driving License?

SN	DESCRIPTION	None	Familiar	Average	Good	Excellent
1.	Attends the reception desk and controls entry to the club, ensuring that only those approved are allowed in and they register at the reception without fail.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.	Operates switchboard, including receiving and transferring calls and furnishing information as and when necessary.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.	Pages members where records show that they are in the club premises.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.	Accepts payment of miscellaneous items, records them in cash register and complies daily collection and updates all information required by the Club Administration.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.	Attends and maintains the notice board.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6.	Handles keys for various sections of the club for issuance to approved members/staff as requested. Issues game equipment to verified club members.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7.	Maintains "Lost and Found" register, receives items of lost property handed in and records finder, date, location where item is found and hand over to senior steward for safekeeping.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8.	Receives and sorts mail, dispatching same to correct location within the club and / or pigeon holes, and posts notices on the notice board as and when instructed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9.	Co-ordinates with various sections within the club as and when required.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10.	Can performs any other duties as required by the Club Administration.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Remarks: