



new yorkers for dance.

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Friday, November 8, 2019

Berest Dance Center seeks LI resident Office Manager

Company: Berest Dance Center

Location: Port Washington, NY

Compensation: starting \$17/hr., suggested hours 3-8pm, Monday-Friday

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Linda Nutter

THE BEREST DANCE CENTER has operated in Port Washington since 1976. It's goal is to make the joy of movement accessible for both fun and for professional training in a supportive, non-competitive atmosphere. We offer close to 100 classes a week that run 7 days a week. Please respond to berestdance@gmail.com to set up an interview.

REQUIREMENTS:

Excellent written and verbal communication skills.
Neat appearance.
Roll up your sleeves attitude.
Strong sense of humor.

RESPONSIBILITIES:**DAILY**

open building
keep bathrooms stocked with TP, papertowels and soap
respond to daily emails and phone calls
empty garbages and place by curb 3X/week
light cleaning if necessary
be available to clients who need help in any way

WEEKLY

review billing issues
review attendance issues

*opportunities for subbing classes optional

SEASONLY

billing

report when we are getting low on supplies

set up for attire week

break down set up for attire week

order, stock and deliver attire

measuring students for costumes

ordering, labeling and stocking costumes

keep office stocked with paper, envelopes, scotch tape, staples, paperclips

email families about studio closings

Berest Dance Center
12 South Washington st
Port Washington, NY, 11050
5169446687
berestdance.com

For more information:
Heather Berest
berestdance@gmail.com

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Contact

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