



JOB DESCRIPTION

Front Desk Attendant

- Job duties may include but are not limited to any or all of the following depending on which facility you are assigned to at any given time.
- Interacts and communicates with the public and other employees in a courteous and professional manner in person and on the telephone.
- Provide accurate information about park rentals, facilities, and programs.
- Operates computer with facility management software and a cash drawer.
- Responsible for securing of the facility at night; i.e. locking doors, setting alarm, etc.
- Complete the daily duties assigned to each facility and any other duties assigned to you by your supervisor.
- Maintain the cleanliness and safety of assigned areas. Sweeping, washing dishes, mopping, picking up trash, etc.

QUALIFICATIONS:

- Must be 16 years of age or older
- Must be able to provide own transportation to work.
- Must be able to work flexible hours. A work shift may fall anywhere between 7am to 11 pm, weekdays or weekends.
- Must possess some computer knowledge.
- Must be able to handle and count cash.
- Must be able to complete CPR/AED and First Aid training course.
- Must be willing to follow directions and abide by the decisions of supervisors in the course of daily work.
- Must successfully complete a Department of Health training course to obtain a food handlers card.