

FARMINGTON CITY

Job Description

Title:	Front Desk Staff	Code:	
Department:	Parks and Recreation	Pay Rate:	\$10.00
Division:	Gymnasium	Effective Date:	March 1, 2016

GENERAL PURPOSE

Front Desk staff will be required to perform general duties at the gymnasium in the following areas; front desk operations, crowd control, special events, fitness area, running track and any other tasks set by the Gym Manager. Front Desk staff will assist in ensuring safety of facility and maintaining sports equipment.

SUPERVISION RECEIVED

Works under to close supervision of the Gym Manager or Parks and Recreation Director.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Acts as receptionist, greets and directs visitors, and patrons. Receives and answers telephone calls, receives Patrons into facility; receives payments and fees and admits patrons; operates computer (point of sale items, processes computerized memberships, activity registrations) and accounts for revenues; gives change; checks memberships for validity; monitor patron compliance with established rules and policies and processes paperwork.

Performs scheduled upkeep and maintenance of facility; clean floors, walls, windows, sports equipment, etc.; monitors general activities of facility to ensure safety; receives inventory deliveries, verifies accuracy of shipment; stocks supply storage areas.

Assist in delivery of youth and adult activities held in the gym; Conduct and actively participate in scheduling daily activities; Monitor use of all indoor areas as assigned; Provides effective customer service in dealing with patrons and participants; Assists in maintaining and controlling of supplies and equipment; Monitors safety of facility and program environment; Regularly attends job specific training; Assist in keeping record of attendance, inventory and maintenance of janitorial supplies

MINIMUM REQUIREMENTS

Education and Experience:

- A. High School Diploma or GED;
- AND
- B. Educational background or experience in recreation or similar field id preferred;

Required Knowledge, Skills, and Abilities:

Some knowledge basic mathematics related to cashiering and changing money; basic interpersonal communication skills.

Ability to operate cash register; establish and maintain effective working relationships with employees, young people and adults, ability to communicate effectively verbally and in writing, and give excellent customer service and make decisions.

Performs related duties as required.

Special Qualifications:

Must be at least 18 years of age at the time of hire
Successful completion of a criminal background check
Successful passing of a drug screen
Educational background or experience in recreation or similar field is preferred

WORK ENVIRONMENT:

Employment in this position is At-Will and part time. Mandatory meetings will be held during the month of hiring, during the operating period, Bi-monthly mandatory staff meetings are held periodically each month. Incumbent on the position is the ability to perform in an atypical office setting with appropriate climate controls. Tasks require various physical activities such as walking, sitting, bending, reaching, lifting up to 50 pounds, and periods of time spent at a computer terminal. Frequent communicating with the public requiring the ability to talking, hearing and seeing with certain aspects for the job eligible for accommodation. Mental application utilizes memory for details, verbal instructions, emotional stability, and discriminating thinking.

HOURS

Schedules for staff will vary based on department need and is subject to change. Gymnasium hours of operation will be M-F 5:00am-10:00pm Sat 7:00am-10:00pm. Employees will be expected to work any shift from 4:30am-10:30pm. Staff will not be allowed to go over 20 hours per week.