

FARMINGTON CITY

Job Description

Title: Gymnasium Front Desk	Code:
Department: Parks and Recreation	Pay Grade: 3 \$10.00
Division: Gymnasium- Part-Time	Effective Date: Oct. 1, 2020

GENERAL PURPOSE

Gymnasium Front Desk staff performs responsible work related to general front desk 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.

SUPERVISION RECEIVED

Works under close supervision of the Gym Manager and/or Gymnasium Program Coordinator.

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.

Gymnasium Front Desk will assist in ensuring safety of facility.

Provides effective customer service in a courteous and helpful manner.

This job requires a variety of hours as needed to handle the front desk responsibilities during operational hours. The facility is open Monday-Friday, 5am-10pm and Saturday 6am-10pm., The front desk worker is not to exceed 19 hrs. in the work week. The current need is Friday nights, Tuesday and Thursday 11am-4pm.

Performs related duties as required.

MINIMUM REQUIREMENTS

Education and Experience:

- A. Minimum of 18 years of age

Required Knowledge, Skills, and Abilities:

Knowledge of basic mathematics related to cashiering and changing money; basic interpersonal communication skills and basic principles and practices of recreation administration. Strong organizational skills and attention to detail.

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

HIRING POLICIES

Farmington City Corporation is an Equal Opportunity Employer. Farmington City will not base its hiring decisions on non-meritorious factors such as race, color, national origin, sex, religion, and race. Farmington City will not refuse to hire a disabled individual who is capable of performing the essential requirements of the position with reasonable accommodations when they do not create undue hardship.

Any applicant who is chosen as the top candidate for the position will be required to submit to a physical examination to determine if he/she is able to perform job-related functions. Hiring is also conditioned upon submission to and successfully passing a blood and urine test to screen for the presence of drugs and alcohol.