



JOB DESCRIPTION

Job Title:	Customer Service Staff
Department:	Parks & Recreation
Reports To:	Pool Manager/Parks & Recreation Director
FLSA Status:	Seasonal/Part-time
Salary:	\$12.56 + per/hour (DOQ)
Revised Date:	03/22

Duties and Responsibilities:

The following duties are intended to be illustrative only and are not necessarily inclusive: Collection of revenues from daily admissions, registrations, and concessions. Responsible for cleaning office, lobby, and concession areas. Assist with attendance, program, and financial records. Assist patron discipline and emergency procedures. Assist with concession stocking and inventory. Performs other duties as assigned.

Skills:

Strong interpersonal skills, knowledge of facility policies and procedures and the ability to perform basic math. Must have the ability to operate cash registers, computers, copy machines and digital phone system. Ability to establish and maintain working relationships with program participants, employees, and the public.

Mental Demands:

Ability to maintain composure and act responsibly in stressful situations.

Education:

No requirements

Working Conditions:

Ability to work for prolonged periods of time in a confined area. Exposure to blood and other body fluids may occur.

Physical Demands:

Ability to stand for long periods of time. Ability to move or lift equipment or supplies of up to 50 lbs.

Contacts:

Pool staff, parks and recreation staff, other city employees and the public.

Special requirements:

Must be at least 14 years of age. May be required to successfully pass a post-job offer drug screening and background check.