



## SOUTH PARK RECREATION CENTER

### JOB DESCRIPTION

Job Title: Front Desk/ Cashier Exempt: No

Reports To: Administrative Assistant / Executive Director (South Park Recreation Center)

Probation Period: 90 days Supervisory Responsibilities: No

#### **Job Summary**

Responsible for the operations of the Front Desk, including fielding telephone calls, making Activity, Facility and Child Care Reservations, receiving and recording cash and charge payments, promoting and taking memberships, and conducting customer services.

#### **Duties and Responsibilities**

- Serves as the front line staff for the Rec Center by interacting and fielding queries from the patrons.
- Answers the telephone and acts as customer relations liaison.
- Sells new memberships and keep the membership data current and correct.
- Receives and receipts a variety of payments and other cash-related transactions; verifies and posts transactions to the appropriate accounts; issues receipts.
- Prepares cash receipts for bank deposits; prepares daily cash reports and balances the cash drawer; reconciles cash, check and credit card receipts daily. Resolves out-of-balance problems.
- Assists members in the accurate application of their transactions, and when necessary, researches records on computer and other available files to provide information regarding membership status.
- Projects currency and coin requirements and reorders as necessary.
- Performs routine billing and filing.
- Maintains a safe, clean and tidy work environment.
- Maintains confidentiality regarding Rec Center records.
- Performs miscellaneous job-related duties as assigned by the Executive Director/Supervisor.

### Minimum Requirements

- Certification – American Red Cross CPR/AED for the Professional Rescuer, First Aid, and Preventing Disease Transmission (PDT).

### Other Requirements

- Keep an hourly record of attendance.
- Establish and maintain harmonious working relationships with other employees, officials and the public.
- Perform record keeping and mathematics.
- Able to operate basic office equipment, including phone, copy machine and calculator.
- Able to perform basic maintenance when needed.
- Possess the intellectual ability, judgment, stamina, and coordination necessary to normally complete daily assigned tasks within the workday.
- Consent to a background check.

### Physical Requirements

- Able to lift equipment up to 50lbs.
- Able to repetitively bend and stoop to operate equipment.
- Must be at least 16 years of age.