



550 North 200 West, Bountiful, UT 84010  
(801) 298-6220

## NOTICE OF JOB OPENING Front Desk Cashier

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**Posting Date:** September 10, 2020

**Starting Pay** – \$8.50/hour

**Position Type:** Part Time

**How to Apply:**

Send resume and completed application to -

Electronically – [rebeka@southdavisrecreation.com](mailto:rebeka@southdavisrecreation.com)

By Mail – South Davis Recreation Center, c/o Rebeka Hatcher, 550 North 200 West, Bountiful UT 84010

\*applications can be filled out on-line at [www.southdavisrecreation.com/forms](http://www.southdavisrecreation.com/forms), requested through email to [rebeka@southdavisrecreation.com](mailto:rebeka@southdavisrecreation.com) or in person at the front desk of facility

**Deadline to Apply:** 5:00 p.m., Friday, September 25, 2020

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### REPORTS TO:

Office Management Staff (includes Office Manager, Customer Service Manager, Front Desk Supervisors and Night Shift Managers) and other full-time District employees.

### GENERAL PURPOSE:

Position is responsible for performing a variety of entry level routine, complex clerical duties and operating a retail food service establishment.

### EXAMPLE OF DUTIES:

1. Greets the public upon entering the facility. Answers phone calls and routes them efficiently when needed. Provides public patrons and staff with accurate information for all center events, programs and other various services. Receive and respond to customer complaints in a manner to ensure optimal customer satisfaction. Able to ask detailed questions about issues or concerns with patrons or staff to gain any and all necessary information to ensure optimal customer satisfaction.
2. Operates a cash register and computer registration program by entering information and/or checking information that might already be entered is up-to-date. Sells a variety of center memberships, program registrations, rentals and reservations, daily admissions, concession food and other events or activities. Prepares daily cash report at the end of each shift and balances all transactions with monies received.
3. Opens up the concession stand for the day. Ensures it was properly cleaned, stocked and presentable. Maintains compliance with regulatory health and safety standards. Describes, sells and prepares concession merchandise to patrons. Operate general concession equipment, coffee maker, hot chocolate, nacho cheese dispenser, hot dog roller grill, etc.
4. Performs cleaning duties: sweeping and mopping floors, cleaning windows, wiping off tables, general maintenance of facility, keep work areas tidy throughout shift, dusts, takes out trash and recycling,

moving facility equipment from one location to another, cleaning concession equipment and proper clean-up and removal of bodily fluids in situations. This list is not meant to be inclusive of all cleaning duties.

5. Monitors the general activities throughout the lobby and other areas of congregation in the facility. Provides first aid when necessary and fills out required paperwork. Acts as part of the facility emergency team when an emergency arises.
6. Performs other duties as assigned; including special events that stray from regular hours, duties and locations.

### **SKILLS:**

1. Strong communication skills with patrons, co-workers and management.
2. Ability to foster a cooperative work environment. Work both individually and as a team player.
3. Strong ability to analyze and solve problems.
4. Effectively present information and respond to questions from employees and customers.
5. Establish and maintain effective working relationships with co-workers, supervisors and the general public.
6. Maintain consistent and professional attendance, punctuality, personal appearance, and adherence to relevant policies and procedures.
7. Strong interpersonal, communication, organization and follow-through skills; ability to be a team player.

### **MINIMUM REQUIREMENTS:**

1. At least 16 years of age
2. Utah Food Handlers Permit or obtain within 30 days of hire. Must keep permit current.
3. American Red Cross certifications in Community First Aid & Safety, CPR for the Professional Rescuer and AED or obtain within 90 days of hire. Must keep all certifications current and up to date.
4. Must have working knowledge of Microsoft Word, Excel, and Point of Sale Software (preference given to Sportsman Software)

### **WORKING CONDITIONS:**

1. Schedule will vary week to week and day to day; preference is given to those who have an open availability to work early morning, mid-day, evenings, weekends and holidays.
2. Moderate physical activity including pushing, pulling and lifting medium to heavy weights
3. Uncomfortable working positions such as long periods of standing, stooping, crouching and bending
4. May have a few disagreeable elements such as but not limited to noise, poor ventilation, or extreme or uneven temperatures
5. Work both inside and outside
6. Exposure to stressful situations as a result of human behavior