



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

NOTICE OF JOB OPENING Front Desk Cashier

Posting Date: 8/29/2024

Starting Salary: \$10.50

Position Type: Part-Time, hours are weekdays between 7am-5pm

REPORTS TO: Office Manager, Customer Service Manager and Front Desk Supervisor

Supervision Received From: Executive Director, Ice & Recreation Director, Aquatics & Fitness Director and Maintenance Supervisor

GENERAL PURPOSE:

Under the direction of the Customer Service Manager, responsible for performing a variety of entry level routine and complex clerical duties as needed to expedite the delivery of recreation programs and services.

EXAMPLE OF DUTIES:

1. Greets and receives the public; acts as receptionist; receives incoming phone calls, provides factual information; takes messages, routes calls; maintains program and activity files; registers program participants; takes registration information and fees, issues receipts; maintains daily list of registration activities to monitor participant levels and related program needs; runs reports; prepares class rosters.
2. Provides walk-in and calling public with information related to various recreation services and programs; assists in distributing flyers, brochures and notices related to recreation programs and activities; assists with special events; receive and respond to customer complaints in a manner to ensure optimal customer satisfaction.
3. Operates cash register and computer registration program; sells center memberships, and recreation related equipment; prepares daily cash report at the end of each shift; reconciles revenue from recreation programs, registrations and memberships.
4. Performs upkeep and maintenance of facility; clean floors, windows, etc.; cleans work area; sweeps and dusts; monitors general activities in the foyer and surrounding areas to assure public safety.
5. Performs as part of the facility emergency team when an emergency arises; takes direction from center supervisor; attends monthly meetings
6. Performs related duties as required, other duties as assigned; including special events that stray from regular hours, duties and location

Skills and Competencies:

1. Politely deal with difficult people and customers on occasion.
2. Greet patrons as they first arrive in the facility.
3. Ability to foster a cooperative work environment and 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 regular 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. American Red Cross certifications in Community First Aid & Safety, CPR for the Professional Rescuer and AED or obtain within 90 days of hire. Ability to keep all certifications current and up to date.
3. 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 multiple days and holidays, and the occasional weekend or evenings.
2. Moderate physical activity including pushing, pulling and lifting medium to heavy weights up to 50lbs
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