

# RECEPTIONIST

FLSA STATUS - Non-Exempt

## DESCRIPTION OF WORK

Under general supervision, serves at the counter of the Recreation Center; provides information; monitors patrons at the Center and Center operation; serves as host at Center events; may work outside in parks in the summer.

## DUTIES-EXAMPLES OF WORK

### ESSENTIAL DUTIES:

Opens and closes the Recreation Center; serves at the counter and collects fees from participants; sells memberships and issues cards; checks out equipment and rentals; answers telephone and provides information or refers calls to others; takes reservations for events; occasionally works in day care baby-sitting children; puts up and takes down equipment; launders towels; provides tours of the facility for visitors and new members; checks out towels and lockers.

In the summer, may work in parks picking up trash and other maintenance duties; plants; cleans rest rooms; performs other maintenance duties.

OTHER DUTIES: Sets up coffee for seniors; disciplines children when necessary; assists injured persons by applying first aid; washes dishes.

## QUALIFICATIONS

Working knowledge of office/clerical duties.

Working knowledge of mathematics.

Ability to collect and accurately account for cash and funds.

Ability to effectively work with and discipline children.

Ability to communicate verbally and in writing.

Ability to type 30 WPM.

Ability to establish and maintain effective working relationships with patrons, other employees and the public.

## PHYSICAL AND SENSORY REQUIREMENTS

Ability to perform sedentary and some moderate physical work in outside (park work); to occasionally lift 10-50 pounds;

Ability to stand, walk, sit, climb, bend, reach, grasp and perform similar body movements;

Possesses hand/eye/foot coordination adequate to operate a computer, taking photos, laminating and performing out door (park work) and to operate a vehicle;

Ability to talk and hear in person and by telephone;

Ability to see and read instructions and figures on a computer screen.

## EXPERIENCE AND TRAINING

Any combination of experience and training equivalent to graduation from high school; some office experience is desirable.

**SPECIAL REQUIREMENTS:** Possession of a valid driver's license; certifications in First Aid and CPR are desirable.