

LINDON CITY JOB OPENING
100 North State St, Lindon UT 84042801-785-5043
www.lindoncity.org

TITLE:	Cashier/Customer Service
STARTING WAGE:	\$7.25 hr/ No benefits
CLOSING DATE:	April 30, 2012, 5:00 pm
DEPARTMENT:	Parks & Recreation
STATUS:	Seasonal Part-Time
FLSA CODE:	Non-Exempt

NATURE OF THE WORK

Under close supervision of the Parks and Recreation Director and Head Cashier/Customer Service Supervisor performs customer service counter work in daily admission, greeting customers, answering telephones, and registering program participants, responsible for light custodial duties in maintaining clean buildings and grounds of the aquatic facility.

EXAMPLES OF DUTIES

Greet and check in customers; collect payments and perform cashier responsibilities.
-Register transactions and issue receipts; provide friendly customer relations to all guests and provide assistance upon request; provide administrative support for the facility, maintain current information and complete required reports and logs; performs general office work; maintain clean environment and perform janitorial duties as required or assigned to include body fluid cleanup, sanitization, and light housekeeping; clean, sweep, mop, spray the decks, restrooms, buildings and grounds; wash windows, screens, doors, desks, and other areas of facility; stock supplies and materials, maintain and replace supplies as needed; vacuum pools, clean and sanitize restrooms, lifeguard rooms, offices, and surrounding buildings; maintain clean environment and perform janitorial duties as required or assigned to include body fluid cleanup, sanitization, and light housekeeping; perform routine maintenance and grounds works in and around the aquatic facility; dispose of trash, replace trash liners, and maintain a clean environment in and around the aquatic facility; performs related duties as required.

Minimum Qualifications

- High school graduate or equivalent or currently attending high school
- Experience in Word Processing, Typing, 10-key calculator desired
- Ability to work in a team setting and communicate effectively both verbally and in writing; ability to follow written and verbal instructions

Requirements

- Ability to work mornings, mid-day, evenings, weekends, and holidays.

Selected applicant must pass a drug screening test, criminal background check, and driver license check prior to official offer of employment