

LINDON CITY JOB OPENING
100 North State St, Lindon UT 84042 801-785-5043
www.lindoncity.org

TITLE: Front Desk Staff/Building Attendant
STARTING WAGE: \$7.60 hr./ No benefits
CLOSING DATE: August 10, 2012 at 5:00 pm
DEPARTMENT: Parks & Recreation
STATUS: Part-Time
FLSA CODE: Non-Exempt

Nature of the Work

Under close supervision of the Parks and Recreation Director and Program Coordinator performs customer service counter work in daily admissions, greeting patrons, answering telephones, registering patrons or programs, and monitoring and supervision of building & programs at the Lindon Community Center.

Example of Duties

- Greet and check in patrons
- Provide friendly and respectful customer service to patrons and provide assistance if necessary.
- Registers patrons for senior programs and recreation programs
- Collects payments and performs cashier responsibilities.
- Performs general office work
- Answers phone calls and provides information to patrons
- Books reservations for city parks and community center facility rentals
- Helps with supervision and rule enforcement of the community center during open hours, special event rentals, and early morning rentals.
- Maintain clean environment and perform light janitorial duties at the Community Center
- Set up and take down for facility rentals, regularly scheduled meetings, events, and other activities.
- Perform other duties as assigned.

Minimum Qualifications

- High school graduate or equivalent
- Experience in word processing, typing, ten-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 Tuesday's & Thursday's from 8:00 am to 3:00 pm, some Saturday's, also would be on call if someone else calls in sick (6-10 hours a week)
- Must be able to lift 25 pounds

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