

LINDON CITY JOB OPENING

TITLE:	Front Desk Staff/Building Attendant
PAY SCALE:	\$9.21-\$13.78/hr.
CLOSING DATE:	Open until filled
DEPARTMENT:	Parks & Recreation
STATUS:	Part-Time (15-25 hrs./week)
FLSA CODE:	Non-Exempt

Nature of the Work

Under close supervision of the Parks and Recreation Supervisor performs customer service counter work in daily admissions, greeting patrons, answering telephones, registering patrons or programs/rentals, 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 Monday – Friday 3:00 PM to 6:00 PM. Occasional Saturdays (rotation if the building is rented). Would be required to work later on weekdays if programs, or rentals extend past 6:00PM.

Selected applicant must pass a drug screening test, criminal background check, and driver license check prior to official offer of employment. [Online Application](#)