

CITY OF FREMONT

An Equal Opportunity Employer

POSITION DESCRIPTION

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| Class Title: Front Desk Attendant | Position Title: Front Desk Attendant |
| Class Number: | Employee Name: |
| Dept./Division: Recreation | Civil Service Status: Unclassified |
| Reports To: Recreation Superintendent | Employment Status: Part-time |
| Pay: | FLSA Status: Non-exempt |

QUALIFICATIONS:

Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed below. An example of an acceptable qualification for this position:

Completion of or actively working toward completion of secondary education, plus related previous work experience; or equivalent.

LICENSURE OR CERTIFICATION REQUIREMENTS:

First aid and CPR certifications.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Computer, miscellaneous office equipment, hand tools, cleaning equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

For purposes of O.R.C. 4167.

The employee: works with and around standard office equipment; works with and around athletic equipment; may work under adverse weather conditions; may occasionally be exposed to unruly members of the public.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

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JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101.

1. Greets and admits patrons; accepts and processes program registrations, daily admissions, season passes, and facility rentals; ensures patrons exit the facility at the conclusion of programs or activities.
2. Maintains accurate records of recreation department program registrations, pass sales, rentals, or other department information; assists with administrative tasks (e.g., develop forms or manuals).
3. Operates cash register and credit card verification; responsible for security of money; responsible for balancing money to cash receipts and revenue report.
4. Maintains cleanliness of facilities and work areas.
5. Reports needed repairs; updates bulletin boards, notices, signs, or announcements as assigned.
6. Maintains required licensures and certifications.
7. Demonstrates regular and predictable attendance.
8. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as required.
2. Attends meetings, seminars and training sessions.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment).

Knowledge of: recreation programs; park and recreation facilities, equipment and supplies; athletics; recreation management and administration; public relations; organizational goals and objectives.*

Skill in: use or operation of cash register, computer operation, Microsoft Word, administering first aid and CPR.

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Ability to: follow directions; interpret policies, rules, and regulations; communicate effectively; develop and maintain effective working relationships; perform routine custodial and light labor tasks; prepare routine reports; record and maintain accurate information.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)