RECREATION DEPARTMENT
CITY OF WILLIAMSPORT

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**JOB TITLE:** Cashier / Front Desk Attendant

**REPORTS TO:** Pool Manager and Recreation Coordinator

**SUMMARY:**

The Pool Front Desk Attendant must excel at public relations and customer service. They are responsible for providing courteous and accurate customer relations. When working the front desk you are in the position to hear feedback from the public. Any messages received must be relayed to the Recreation Coordinator. It is essential to greet all patrons in a polite and courteous manner while providing accurate information about the pool complex/activities.

**RESPONSIBILITIES AND DUTIES:**

- Must have the ability to speak clearly and concisely
- Be responsible for all transactions, monies, and attendance records during your shift and must account for said monies at the end of shift
- Be friendly, helpful, and cheerful to all pool patrons
- Keep a record of inventory and inform the Recreation Coordinator when product is low
- Set a positive example for public and others including cleanliness, punctuality, sharing, clean-up, and 'team' mentality
- Perform routine facility/grounds checks
- Other duties may be assigned as required

**QUALIFICATIONS AND REQUIRMENTS:**

- Applicants must be at least 16 years of age
- Required clearances: Pennsylvania State Police Criminal Record Check and Pennsylvania Child Abuse History
- Able to obtain CPR/ First Aid Certification (camp will provide an opportunity for primary or recertification during training week)
- Exhibit characteristics of: adaptability, leadership, responsibility, patience, dependability, integrity, and display a positive attitude every day
- You must have reliable transportation to and from work
- All Summer Employees are subject to random drug testing

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- Past experience of working with public preferred

**WORKING CONDITIONS:**

Work is performed in a field environment; may be exposed to individuals who are difficult. It is mandatory to have the capacity to identify situations and proactively resolve issues that may arise from time to time. The noise level in the work environment is usually moderate to loud. Subject to irregular work schedule including weekdays, weekend, evening and holidays.

**TO APPLY:**

Complete a City of Williamsport Employment Application found online at cityofwilliamsport.org. Complete and return applications to Recreation Director. (570) 447-2307 with any questions or concerns.

Note: In accordance with the immigration reform act of 1986, employment of person's hired by the city after November 6, 1986 will be contingent upon presentation of acceptable documents verifying identify and authorization of employment in the United States.

Signature: _____ Date: _____

Printed Name: _____

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www.cityofwilliamsport.org