



JOB DESCRIPTION

JOB INFORMATION

Title: Front Desk Attendant
Part-Time I - Hourly

Classification: Seasonal Employee - Non-Exempt

Salary Range: Salary adjustments are determined on an annual basis by the Board of Park Commissioners

Supervisor (s): Front Desk Supervisor and Capital Racquet and Fitness Center Full-time Employees

JOB SUMMARY

Responsible for the daily operation and management of the Capital Racquet & Fitness Center front desk, following the policies and procedures for its effective operation.

RESPONSIBILITY/ACCOUNTABILITY

Worker is directly accountable for own actions or inaction.

Worker is to take direction from assigned supervisor or person responsible for successful completion of task, or other supervisors within the division.

JOB DUTIES AND TASKS

The following statements are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the position's duties and tasks, as they may change or be adjusted, as situations require.

ESSENTIAL FUNCTIONS

Worker must possess the capability to lift and carry objects up to 30 pounds alone or heavier lifting with other employees.

Knowledge of and ability to operate office machines and computers to include facility registration/membership software and photo identification pass system.

Ability to effectively communicate verbally and in writing.

Worker is required to maintain records and reports relating to facility programs and events at the Capital Racquet and Fitness Center and forward to the appropriate supervisor.

Ability to perform a variety of cleaning/maintenance duties throughout each shift.

Ability to work varied hours to include early mornings, days, and evenings to include weekends and holidays.

Understand, interpret and communicate policies, procedures and accepted standards of facility operation.

Ability to establish and maintain positive and effective working relationships with facility staff, groups, associations, agencies and individuals.

Worker will represent the Bismarck Park District in a positive manner at all times.

Ability to supervise all areas of the facility and the patrons.

OTHER DUTIES

Responsible to understand and follow the standard operating procedures outlined in the employee manual.

Worker is to inform supervisor prior to running out of supplies.

Assist with setup and tear down for facility programs and events.

Staff is representing the Bismarck Park District on and off the job when on the Park District payroll – Staff are asked not to wear staff shirts or uniforms in any non-tasteful establishments or manner.

JOB SPECIFICATIONS

Capability to lift and carry objects up to 30 pounds alone or heavier lifting with other employees.

Certifications in CPR/ AED preferred.

Must be able to read, understand and interpret labels on cleaning products, reports, manuals and to comprehend oral and written instructions.

Ability to prepare written reports, and report problems and repairs to the proper person.

WORKING CONDITIONS

Worker is required to be on time. Absences must receive prior approval of supervisor.

Work is primarily indoors, but must be able to work in all weather conditions and is subject to frequent interruptions.

Employee is required, to work nights, weekends and/or holidays on a rotating or as needed basis, including staff meetings. Work may involve close supervision.

Position requires a positive attitude and effective cooperation with the many user groups that are partners with the Park District as well as other Bismarck Park District Divisions.