

HELP WANTED

POSITION: Front Desk Attendant

DIVISION: City of Kemmerer, Events and Recreation Department

DESCRIPTION: The City of Kemmerer is taking applications for a part-time front desk attendant for the Kemmerer Recreation Center. Hours will vary.

REQUIREMENTS: Must be available to work evening shifts. Requires standing and climbing stairs and lifting up to 50 lbs. Requires basic computer skills and math skills. Must be 16 years of age or older.

PAY: \$9.00/hour

Applications available at Kemmerer City Hall, 220 State Highway 233, Kemmerer or the City website at www.kemmerer.org. Applications must be returned to City Hall offices. The City of Kemmerer is an Equal Opportunity Employer. Application will be taken until position filled.



City of Kemmerer, Wyoming Job Description

Position Title: Front Desk Attendant	Effective Date: March 19, 2022
Department: Events & Recreation	FLSA Category: Non-Exempt
Supervisory Level: None	Pay Grade/Range: DOE

Position Summary: Oversee the operation of the Kemmerer Recreation Center front desk. Greet patrons and provide a welcoming experience for those utilizing the Kemmerer Recreation Center.

Tasks:

- Collect fees for admission and issue daily, monthly and yearly passes.
- Collect fees for programs and register patrons for programs.
- Balance funds collected at the end of each shift.
- Inspect equipment and report broken equipment to supervisor and other maintenance issues in the facility.
- Perform general housekeeping of the facility to maintain a clean and orderly environment.
- Interface with the public by answering phones, answering patron's questions, informing the public of changes in schedules, promoting programs and activities and dealing with discipline problems as they arise.
- May close and secure the facility at the end of shift; attend staff meetings.
- Perform other duties as assigned.

Knowledge and skills:

- Knowledge of basic computer skills, including cloud-based software and word processing.
- Knowledge in cash-handling and credit card processing.
- Knowledge of general housekeeping skills.
- Skill in the use of basic math principles.

Abilities:

- Oral Comprehension - Ability to understand verbal information and ideas.
- Oral Expression - Ability to verbally communicate information and ideas.
- Human Relations - The ability to relate with the general public, other employees and city officials in a friendly cooperative manner.

Physical Requirements:

- Requires standing for periods of time.
- Requires climbing stairs and occasional ladder use.
- Requires lifting up to 50 lbs.

Age Requirements:

- Must be 16 years of age or older.

Work Environment:

- Exposure to general cleaning chemicals.

Incumbent Signature:	Supervisor Signature:
Date:	Date: