



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: