

## **POSITION DESCRIPTION**

TITLE: Front Desk/Gym Monitor

CLASSIFICATION: Part-time

SUPERVISED BY: Facilities and Day Camp Coordinator

SALARY RANGE: \$10.30-12/hr

## **FUNCTIONS AND RESPONSIBILITIES**

### Front Desk

- 1) Answer Recreation Center phone and greet members/customers as they enter building
- 2) Check-in members, assist customers with purchase of Recreation Center passes
- 3) Maintain high level of customer service, includes dress attire and phone etiquette
- 4) Provide information in response to inquiries regarding program availability, descriptions, and schedules, as well as general information
- 5) Schedule park wide facility rentals through Rec Desk program
- 6) Enforce Recreation Center rules
  - Masking requirements
  - Social distancing
  - Limit number of members/customers at one time
- 7) Count money- ensure correct amount at beginning and end of each shift
- 8) Performs relative data entry as necessary

### Gym Monitor

- 1) Monitor both gyms and hallways during open gym hours
- 2) Maintain high level of customer service, includes dress attire
- 3) Complete incident/accident reports when necessary
- 4) Enforce Recreation center rules
  - Masking requirements
  - Social distancing
  - Limit number of members/customers at one time
- 5) Keep gyms and hallways clean during shift
- 6) Sweep, mop, pick up trash at the end of each shift
- 7) Put away all sports equipment