



**Holladay Lions Recreation Center is looking for a customer service focused individuals who loves working with and around people!**

**We are currently hiring customer service / front desk reception for all shifts: (early mornings, afternoons, evenings, weekends (Sat / Sun) and some holidays).**

**If you enjoy working with the public, and have experience with point of sale systems, please contact Debbie Halladay at 385-468-1687**

### **MINIMUM QUALIFICATIONS**

Must be at least 18 years of age or older at the time of hire.

Must have HS diploma or equivalency.

Some shifts may require working an opening or closing shift.

Must be able to work weekends and some holidays.

### **ESSENTIAL FUNCTIONS**

- Ensures customers receive outstanding service by providing prompt service, greeting and acknowledging every customer, providing accurate product and service information, and accurately answering all questions that may arise.
- Answers incoming phone calls, provide directions, promotes, registers, and collects all activity, program, concession, and rental fees.
- Maintains awareness of all products and services provided by Salt Lake County Parks & Recreation.
- Receives and receipts daily transactions at cash registers. Prepares register reconciliation of monies received.
- Enforces rules to ensure the safety of all patrons.
- Communicates customer requests to management.
- Maintains clean and orderly appearance of front desk/register area. Facility uniform/dress standards may be required depending on location.
- Keeps supplies organized and stocked at all times.
- Maintains and keeps work areas clean and organized at all times.
- Verifies delivery slips. Stocks and stores new inventory.
- Provides immediate notification to supervisory staff of mechanical problems, personnel issues, customer concerns, and safety hazards.
- Hours/shifts are flexible.
- Saturday and/or Sunday shifts are available along with weekday morning/afternoon/evening shifts, You may be asked to work weekends and/or holidays.

### **TEMPORARY EMPLOYEES**

- May work up to 1,560 hours per calendar year.
- Are not eligible for County benefits except as otherwise provided for by policy.
- Are not considered merit employees; they are "at will" employees who may be terminated for any reason, without notice, and without a pre-termination hearing.