



WE'RE HIRING!

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.
- Maintains clean and orderly appearance of front desk/register area.
- Keeps supplies organized and stocked at all times.
- Provides immediate notification to supervisory staff of mechanical problems, personnel issues, customer concerns, and safety hazards.
- Enforces rules to ensure the safety of all patrons
- Conducts security check of building, secures the facility and equipment.
- Properly handles accidents, injuries and other emergencies as they arise.

MINIMUM QUALIFICATIONS

- Must be at least 18 years of age or older at the time of hire.
- Must have cashier/money handling experience.
- Must be able to work alone and along-side team members in a busy front desk environment.
- Must be able to sit and stand-up on a regular basis.
- Must have a HS Diploma or equivalency.



Customer Service /
Facility Supervisor

\$10.03 per hour

Provides customer service to patrons in a variety of areas such as front desk reception, cashiering and information specialist. Performs evening closing duties, ensuring all patrons have exited and all doors are secured etc.

**Must be able to
work weeknights,
weekends, and
some holidays.**

Requires ability to establish
and maintain effective
working relationships with
the public.

APPLY TODAY!

CONTACT

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or Find us on Indeed