

IN-HOUSE/OUTSIDE JOB ANNOUNCEMENT

**FRONT DESK ATTENDANT-GUEST SERVICES**

The CENTRE: Rolla's Health and Recreation Complex – City of Rolla, Missouri

**GRADE CLASSIFICATION:** G3 (Salary Range: \$7.33 - \$8.25/hour)

**SHIFT AVAILABLE:** Must be available to work weekday evenings and weekends.

**FLSA:** Part-Time, Non-Exempt

**DESCRIPTION OF DUTIES:**

Act as first line of communication for The CENTRE. Process new memberships and program registration. Hand out locks and basketballs/volleyballs. Monitor activity in The CENTRE. Other duties as assigned.

**EDUCATION:**

High school education or equivalent preferred.

**SPECIAL QUALIFICATIONS:**

Excellent communication skills are necessary. Must be comfortable working with the public and have very good cash handling skills. Must be able to use a computer and be very detail oriented. Must be able to multi-task.

**PHYSICAL DEMANDS:**

Employee is frequently required to sit, talk, and hear. Occasionally required to walk; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms.

**APPLICATION DEADLINE:**

Applications accepted through March 31, or until position is filled. Send resume and application to: Rick Smith, Recreation Manager-Guest Services, City of Rolla, P.O. Box 979, Rolla, MO 65402. Resume and application may also be faxed to (573) 341-2381 or e-mailed to [jrsmith@rollacity.org](mailto:jrsmith@rollacity.org). Application forms and full position descriptions are available on line at [www.rollacity.org](http://www.rollacity.org) or at the Front Desk at The CENTRE.

AN EQUAL OPPORTUNITY EMPLOYER  
EMPLOYER COMPLIES WITH ALL A.D.A. REQUIREMENTS