



IN-HOUSE/OUTSIDE JOB ANNOUNCEMENT

FRONT DESK ATTENDANT
Rolla Parks & Recreation Department

GRADE CLASSIFICATION: G4 (\$8.06-\$9.078/hr)

SHIFT AVAILABLE: Days, evenings & weekends

FLSA: Part-Time, Non-Exempt

DESCRIPTION OF DUTIES:

Act as first line of communication for The CENTRE, Rolla's Health & Recreation Complex. 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:

Must be organized, flexible, and energetic. 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 walk, sit, talk, and hear. Occasionally use hands, handle or feel objects, tools or controls; and reach with hands and arms. Must occasionally lift and/or move up to 50 pounds. Specific vision abilities include close vision and the ability to adjust focus.

APPLICATION DEADLINE:

Open until filled. Application forms and full position descriptions are available at the Front Desk at the Centre, located at 1200 Holloway. Interested individuals may also apply on-line at <http://www.rollacity.org/info/employment.shtml>.

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