

**NORTHAMPTON TOWNSHIP
PARK & RECREATION DEPARTMENT
JOB DESCRIPTION**

CLASS TITLE – Swim Club Front Desk Attendant

Part Time, Seasonal, Less than 40 hours per week

GENERAL DEFINITION

The employee will be in constant contact with the general public. Assignments are performed in accordance with instructions and established routines. Work is performed under the primary direction of the Swim Club Manager or Assistant Manager.

MAJOR DUTIES & RESPONSIBILITIES

- Present oneself in a professional manner, in uniform at all times.
- Welcome participants, confirm swim club membership and or collect guest fees.
- Provide patrons with prompt, efficient, courteous service.
- Answer questions on general information about swim club membership and facilities.
- Accept and receipt payments, make appropriate change, and enter into computer.
- Respond quickly to emergency situations following Emergency Response Plan.
- Administer any first aid as needed or required.
- Record any and all facility damage found and any and all reported incidents or injuries.
- Maintain general order and appearance of front desk area, bathrooms and locker rooms.
- Keep work area and all recreational equipment orderly to insure safe and proper conditions.
- Assist in unloading and stocking janitorial and paper supplies.
- Apprise manager of general conditions and need for replenishment of supplies.
- Assist Swim Club Manager and staff in special events as assigned.
- Complete all chore logs, records and reports as required.
- Properly dispose of trash and recyclables.
- Enforce proper and safe conduct of participants, spectators and general public.
- Attend all staff meetings and trainings.
- Perform other support duties as required.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Ability to establish and maintain effective work relationships with all staff and the public.
- Ability to understand and interpret written and oral instructions and requests.
- Ability to understand the public and their needs.
- Ability to make decisions and justify the decision if needed.
- Ability to perform basic math using whole numbers, fractions, and decimals.
- Proficient in use of internet, data entry, Microsoft Word and Excel
- Some knowledge of cleaning methods, sanitation requirements and practices for the facility.
- Current certification in First Aid/CPR/AED
- PA Child Abuse Clearance, PA Criminal Background check, FBI Fingerprinting and Recognizing and Reporting Child Abuse Training

PHYSICAL & MEDICAL STANDARDS

- Ability to meet approved minimal physical and medical standards. Moderate to light lifting may be required.