



City of University City

EMPLOYMENT OPPORTUNITY



Job Title	Control Desk Associate
Department	Department of Parks, Recreation and Forestry
Pay	\$9.45 Per Hour
Exempt/Non-exempt	Non-Exempt
Status	Part Time

The Control Desk Associate works as part of the Recreation team. They are responsible for the general daily operations of the control desk which include sales, monitoring and managing the flow of patrons entering the facility.

Essential Duties and Responsibilities

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Responsible for membership sales, program registration, minimal facility reservations.
- Assist patrons by being knowledgeable in all aspects of division facilities, programs and events
- Responsible for enforcement of rules and regulation of all facilities.
- Receives the public and answers questions; responds to inquiries and communicates openly with patrons and staff in a friendly, professional manner.
- Operate recreation software and regular office equipment in an effective manner
- Follows established cash handling procedures; balancing all transactions at the end of each shift and preparing individual deposits.
- Assists with emergency action plan
- Maintains clean and organized work areas.
- Informs supervisor of all positive and negative information regarding facilities, programs, staff or the general public.
- Attends all staff meetings.
- Other tasks as assigned by supervisor

Desirable Knowledge, Skills and Abilities

- Ability to communicate effectively over the phone and in person.
- Ability to perform basic mathematical calculations.
- Ability to perform cashier duties accurately.
- Ability to multi – task effectively.
- Ability to understand and follow verbal or demonstrated instructions;
- Ability to maintain a clean and neat appearance at all times.
- Ability to work independently and efficiently without constant supervision.
- Ability to have a quick response in emergency situations; handle stressful situations.
- Ability to maintain a positive image for the City of University City and Centennial Commons at all times.
- Ability to work a combination of early mornings, days, evening, weekends and holidays – minimum of 15 – 20 hours per week.

EQUIPMENT USED TO PERFORM JOB

- Telephone, PA system, computer, copy machine, radio, TV, VCR, DVD, video gaming system, alarm system.

Physical/Visual Activities and Demands

- Sitting, talking, hearing, walking, reaching, stooping, bending
- Concentrated mental and visual attention with normal hand-eye coordination required
- Clarity of vision at 20 inches-corrected or uncorrected
- Occasional moving of items up to 40lbs

Minimum Training and Experience Required to Perform Essential Job Functions

- Must be at least 18 years of age
- Availability is flexible for various shifts such as early mornings, days, evenings, weekends and holidays
- Basic cash handling, previous computer experience and customer service related work.

Contact Information

Interested applicants should apply using this link: <https://ucitymo.applicantpro.com/jobs/>

The City of University City is an Equal Opportunity Employer and participates in E-Verify. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.