

POSITION OPENING: CUSTOMER SERVICE REPRESENTATIVE (ADMINISTRATION)

PAY RANGE/WORKING CONDITIONS: \$12.95 - \$14.00/hr DOE; Part time, non-seasonal and seasonal positions that have a flexible schedules. FREE Premium Family Memberships, discounts and perks are included for all employees working at the Rec!

QUALIFICATIONS:

1. High School graduate or equivalent preferred
2. Customer service experience preferred
3. Strong communication and public relations skills
4. Basic math ability
5. Organization skills and attention to detail
6. Approved Criminal Background Investigation check if over 18 years if age

BASIC DUTIES:

1. Sell admissions to Service Area and Center activities.
2. Sell memberships to patrons. Explain facilities available to customers and membership options.
3. Receives and records park and pavilion reservations.
4. Schedules racquetball courts.
5. Check and verify membership cards to ensure validity.
6. Enroll patrons in private lesson programs and group classes including ice skating, swimming, and fitness programs.
7. Operate the cash register accurately using appropriate keys and making correct change. Balance cash register properly at the end of each shift.
8. Sell pro-shop items.
9. Assist as needed with billing for monthly membership renewals.
10. Respond to all general inquiries in an informed and polite manner.
11. Answer telephone calls courteously.
12. Assist office staff as needed.
13. Attend meetings as required.
14. Perform admission customer service responsibilities as necessary.

SEND RESUMES/APPLICATION TO RUTH BROWN: ruth@cottonwoodheights.com OR call for more information (801)943-3190 x107

Cottonwood Heights Parks and Recreation Service Area is an Equal Opportunity Employer without regard to race, color, religion, sex, gender, age, physical or mental disability, National origin or veteran status