



Front Desk Cashier

Salary:	\$9.80/hour	Opening Date:	11/28/2018
Status:	Part-time	Closing Date:	Open until filled. Department will begin reviewing applications as they come in. Position may be closed at any time if filled.
Work Hours:	See "Special Notes"	Department:	Admin Services
Work Location:	South Jordan City Fitness Center	Supervisor:	Customer Service Supervisor

Special Notes: *Shift 1: Tuesdays and Thursdays 3:15pm to 8:15pm Shift 2: Mondays and Wednesdays 4:15pm to 10:15pm Both shifts require two Fridays and two Saturdays a month, occasional Sundays*

THE PURPOSE

Perform a variety of clerical and secretarial duties including cashiering, processing daily deposits, providing information, answering phones, filing, requisitioning supplies, etc. .

MINIMUM QUALIFICATIONS

- Six (6) months experience in related customer service duties;
- Must be at least 18 years old

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of telephone operations and procedures; basic public relations; telephone and interpersonal communication etiquette; general office maintenance and practices; operation of standard office equipment.
- Ability to operate a personal computer and Microsoft products.
- Ability to work independently and deal effectively with stress caused by continuous public contact; operate standard office equipment; communicate effectively, verbally and in writing; perform basic mathematical calculations; effective working relationships with supervisors, co-workers, and the public.

BENEFITS

- Fitness Center Membership

NOTE: Interested candidates must complete and submit a South Jordan City application and current resume to Human Resources through the website at jobs.sjc.utah.gov. A complete list of essential functions and minimum requirements of this position may be viewed on the job description, which is also located at the above-mentioned website. To request accommodation under Americans with Disability Act please contact the City's EEO Program Manager at 801-254-3742 ext. 1852.

It is the policy of the City of South Jordan to provide equal employment opportunity in City government for all persons; to prohibit discrimination in employment on the basis of race, color, sex, national origin, religion, age, marital status, pregnancy, genetics, or disability

South Jordan City

Job Description

Title: Front Desk Cashier
Org: 230270
Pay Grade: S-5

Effective Date: 8/24/17
FLSA: Non-Exempt
Workers Comp: Clerical

This is an “at-will” position. The employee or the City may end the employment relationship at any time, with or without cause or explanation.

GENERAL PURPOSE

Perform a variety of clerical and secretarial duties including cashiering, processing daily deposits, providing information, answering phones, filing, requisitioning supplies, etc.

SUPERVISOR

Customer Service Supervisor

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee’s manager.

Job attendance is required, except for authorized leave.

Accept payment from clients for facility use or other sales, and register clients for a variety of programs and memberships.

Operate telephone equipment; receive, respond to, and direct incoming telephone calls; query callers to identify needed assistance, determine appropriate department or office and direct calls accordingly.

Greet the public; respond to requests for information and provide factual information related to city services, programs, and general policies, practices and procedures; provide patrons with requested forms, publications and other informational materials.

Direct walk-in clients and visitors to proper office locations; apprise staff of appointment arrivals.

Listen to public complaints, questions, etc.; respond to questions and concerns by referring individuals to appropriate personnel for assistance.

Operate computer as needed to perform secretarial duties; type correspondence; deposit shift till.

Manage facility membership records for retrieval and filing.

Perform regular building checks by walking the facility. Address and enforce Fitness Center and City policy and procedures.

Write and deliver messages to personnel; monitor system to detect problems, apprise supervisor of potential problems and repairs.

Ability to maintain productive working relationship with other employees and supervisor(s).

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Six (6) months experience in related customer service duties;

2. Special Qualifications:

Must be at least 18 years old

3. Knowledge, Skills, and Abilities:

Knowledge of telephone operations and procedures; basic public relations; telephone and interpersonal communication etiquette; general office maintenance and practices; operation of standard office equipment.

Ability to operate a personal computer and Microsoft products.

Ability to work independently and deal effectively with stress caused by continuous public contact; operate standard office equipment; communicate effectively, verbally and in writing; perform basic mathematical calculations; effective working relationships with supervisors, co-workers, and the public.

4. Working Conditions:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability and critical thinking.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Clerical Part Time	EEO-4 Class:	Admin Support
Location:	Fitness Center	EEOP Class:	Admin Support
Group/BU:	Part Time Pay Plan	Tech-Net Match:	