



JOB ANNOUNCEMENT



FRONT DESK ATTENDANT PARKS AND RECREATION

Posting Date:	August 23, 2016	Job Code:	PT-FDA-302
Closing Date:	Open Until Filled	Grade:	0001 – Non-Exempt
Pay Range:	Hourly: \$8.00	Work Status:	Part Time

APPLY IN PERSON AT:
CITY OF GAINESVILLE CIVIC CENTER
830 GREEN STREET, GAINESVILLE 30501
For additional information about this position or the application process, call 770-531-2680.

JOB SUMMARY

Responsible for collecting, recording and delivering all revenue received in admission and registration fees.

MAJOR JOB RESPONSIBILITIES

- Collection of all fees for admission, programs, and services.
- Completion and submission of all required reports in a timely manner.
- Maintain order and cleanliness in the office and lobby areas.
- Maintain order and make sure all rules are followed at the facility.
- Interact with the facility patrons and staff in a positive, consistent manner.

RESPONSIBILITIES AND DUTIES

- Oversee, conduct and record all registration and admission revenue.
- Obtain, each day, registration and admission revenue.
- Close out registers at the end of each shift and give all revenue to the Manager on Duty.
- Deposit each evening all registration and admissions revenue from the facility.
- Answer incoming phone calls and if necessary, take messages.
- Report any cash discrepancies to the Manager on Duty immediately.
- Other duties, as assigned, by the Senior Secretary or higher authority to facilitate the safe, sanitary, effective operation of the assigned facility.

This job announcement should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification.

❖ THIS IS A PART TIME POSITION AND NOT ELIGIBLE FOR BENEFITS ❖

Due to Georgia State Law, all applications are subject to public disclosure.

Only candidates to be interviewed will be contacted.

As part of our hiring process, all applicants will be required to undergo a thorough background investigation which includes but is not limited to some or all of the following: contacting past employers, work and personal references, education, criminal history, motor vehicle record, and credit check. The City of Gainesville reserves the right to disqualify any applicant based on information discovered during the background investigation. Standard City of Gainesville hiring practices shall apply to all applicants.



The City of Gainesville is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring, promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, national origin, gender, religion, disability, military service, or any other category protected by federal, state, or local law.
