

PARK & RECREATION

Job Description

Responsible for greeting and welcoming members, monitoring activity and behaviors in the building during gym hours and ensure that all safety and security procedures are followed. Responsible for operating a clean, safe, organized and concession stand, while providing excellent customer service.

Salary

- Starts at \$10.72/hour

Location

- Whitney Recreation Center

Type of Position

- Hours based upon program needs.
- Flexible hours, including mornings, evenings and weekends.

Qualifications

- Must be at least 18 years of age or older.
- Hold current CPR-AED/First Aid Certifications or will to be certified.
- Must be flexible, punctual and highly responsible.
- Must be able to complete tasks without direct supervision.
- Must have knowledge of accurate cash handling and receipts.
- Must have excellent communication skills and organizational skills,
- Must have excellent decision making and public relations skills.

Typical Duties Performed

- Enforce all facility rules and policies.
- Establish positive public relations and knowledge of the facility and department to answer any public questions.
- Make decisions in an effective and professional manner.
- Maintain clean facilities, including gym area, office, lobby, concession and restrooms.
- Maintain a consistent discipline policy for participants.
- Responsible for opening and closing the facility safely and securely.
- Inspect the facility before and after your shift and report unsafe conditions or equipment.
- Distribute requested athletic equipment to users and ensure its return and properly stored.
- Complete any necessary records and reports on attendance, receipts, accidents and incidents.
- Correctly operating all foodservice equipment.
- Acknowledge and follow proper food handling procedures.
- Accurately handle all cash transactions and keep accurate record of items sold.
- Establish positive public relations and possess the knowledge of the facility and department to answer any public questions.
- Promote a positive and cooperative image of St. Cloud Park and Recreation Department to the public.

Physical Factors

- Frequent: walking, sitting, standing, moving equipment and lifting up to 50 lbs.