

Job Description: Part time, Exempt

Front Desk Staff/Weeknights and Weekends

Job Summary:

Molalla Aquatic Center is a community- based facility that provides a large variety of recreational and educational services to the public. Front Desk Staff's primary function is to interact with patrons to best serve their needs.

Front desk duties include:

- Greet and direct patrons
- Answer questions about programs, services and pool policies
- Manage phone calls
- Handle cash and credit transactions
- Register participants for different programs and events.
- Reconcile cash drawer at end of day and prepare deposit.
- Light housekeeping duties to maintain a clean workspace including front lobby
- Using our software system to manage memberships, registrations, and reserve facility rentals

Minimum Qualifications:

- 18 years or older to apply
- Pass pre-employment background check
- Must be able to work a flexible schedule including weeknights and weekends
- General knowledge of Word and Excel

Preferred Qualifications:

- Bilingual in Spanish
- Experience with customer service
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How to apply:

- Email, or bring resume to the Molalla Aquatic Center

EEO/women, veterans and minorities are encouraged to apply

Molalla Aquatic District is an At- Will Employment facility

Updated 9/19/2019 subject to revision