

**Richland County
Position Description**

Name:	Department: Symons Recreation Complex
Position Title: Receptionist	Pay Grade: FLSA:
Date: November 30, 1993	Reports To: Symons Director

Purpose of Position

The purpose of this position is to perform reception and clerical duties at the Symons Recreation Complex.

Essential Duties and Responsibilities

The Following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- * Greets customers and check membership cards for those wishing to use the facility and answer routine questions about the facility.
- * Performs clerical duties including: answering telephones , scheduling people for various exercise and swimming classes and racquetball and exercise room use, file membership cards, assist in typing tasks when needed, assist collating newsletter.
- *Sells merchandise and receives money for merchandise and facility use. Reconciles cash register with items or services sold at the end of shift. Processes credit card payments.
- *Contacts Director, Assistant Director, or maintenance personnel if there is a problem with the facility or customers they are not authorized or equipped to handle.

Minimum Training and Mental Abilities Required to Perform Essential Job Functions

High school diploma, customer service experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Language Ability and Interpersonal Communication

- *Ability to communicate effectively with customers, Director and maintenance personnel, vendor representatives, both in person and telephone.
- *Ability to prepare membership documents, including expiration notices, credit card charges, receipt books, service punch cards, and accident reports.
- *Ability to understand building procedure manual, CPR, WSI, and aerobic exercise manuals, credit card manuals and cash reconciliation forms.

Mathematical Ability

- *Ability to add, subtract, multiply, divide and calculate decimals and percentages.

Judgment and Situational Reasoning Ability

- *Ability to use common sense to perform semi-routine tasks.

*Ability to use independent judgment in routine situations.

Physical Requirements

*Ability to operate office and retail equipment including typewriter, telephone, copier, cash register etc.

*Ability to lift ten pounds

Environmental Adaptability

*Ability to work effectively in an office and recreation complex environment with some exposure to humid conditions.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date