



City of Bristol Job Description

Job Title: Attendant

Department: Bristol Parks, Recreation, Youth and Community Services

Code: \$17.34/hour (Goes up to \$18.54/hour after the first year)

Schedule:

Schedule is flexible, but requires evening and weekend hours, anywhere from 3 hours to up to 40 hours per week, depending on the season.

Essential Duties and Responsibilities:

Responsible for all front desk communications and customer service. Performs clerical duties such as filing, typing, and recording information, answering telephone, inventory, cashing and more such as:

- Typing and clerical skills
- Customer Service and public relations experience
- Basic computer and math skills

Knowledge, Skills, and Abilities:

The following is an illustrative list of duties:

- Greet every customer in person and by telephone courteously and promptly
- Responds politely to every patron inquiry and directs questions to the appropriate supervisor if needed
- Handles all registration and memberships
- Makes change as needed for drop-in swims
- Organizes the front desk office area and maintains a clean, professional appearance
- Balances receipts, fills out transaction sheets at the end of their shift
- Delivers messages to appropriate persons in a timely manner
- Reports to work 15 minutes prior to their assigned shift
- Participates and attends all staff meetings and in-service trainings
- Other duties as assigned by management

Qualifications Profile: Entry-level position. Qualified candidates should have experience and familiarity with technology and computers.

Licenses and Certifications: American Red Cross First Aid/CPR/AED preferred

Supervised By: Aquatics Supervisor, Aquatics Coordinator or assigned.

Supervisor's Responsibilities: N/A

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