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| Description: TWPLOGO  ***FRONT DESK ATTENDANT (Part-Time)***  Upper Merion Township, located in King of Prussia, PA is looking for an, energetic ***Front Desk Attendant***. The Front Desk Supervisor and is responsible for assisting in the successful operation of the front desk for the Upper Merion Community Center. The front desk attendant will assist passholders/patrons with information, take registrations, and provide excellent customer service.  The duties of the ***Front Desk Attendant*** include (but not limited to):   * Greets members and guests with a friendly smile and attitude. * Provides information to patrons/passholders about the facility, passes, classes, trips and other activities. * Completes registrations, ticket and point of sale transactions by computer. * Handles customer service issues with a positive professional manner. * Makes customer service a top priority and interacts with visitors/members in a friendly and professional manner. * Checks-in patrons/passholders into the community center. * Ensures compliance with the community center policies and procedures. * Notifies proper authorities in case of emergency. * Balances drawer to cash journal and paperwork at the end of the daily shift. * Assists in the implementation of front desk policies and procedures. * Responds to public inquiries regarding the facility, programs, policies and procedures via telephone, email, written correspondence and/or onsite inquiries and when necessary directs them to the appropriate destination or takes messages. * Assists in opening and closing of facility according to established policies and procedures. * Assists with public relations duties such as preparing and distributing relevant materials. * Ensures that he/she contributes to a safe, clean and family oriented environment. * Assists in preparation of mass mailings to patrons and vendors as needed. * Handles general administrative tasks such as distributing parcels and updating calendars. * Maintains the highest levels of ethical standards of the department. * Attends and participates in special events, programs and meetings, as needed. * Performs other duties as assigned and/or required.   **Position Requirements:**   * High School Graduate. * CPR, AED, and First Aid certification.   **Additional Requirements:**   * At least one year of customer service with cash handling experience. * Ability to work a flexible schedule that includes days, evenings, split shifts, weekends and/or holidays. * Ability to work under stressful situations, ability to stay calm and have excellent problem solving skills. * Working knowledge of MS Word, Excel and PowerPoint, Outlook, Desktop Publishing. * Pennsylvania State Police Request for Criminal Records Check. * Department of Public Welfare Child Abuse History Clearance. * Federal Criminal History Record Information.   **How to Apply**:   * For immediate consideration, applicants should complete an employment application by visiting <https://www.umtownship.org/?wpfb_dl=3158> and submit the **full job application, cover letter and resume** via email to: [hr@umtownship.org](mailto:hr@umtownship.org). **Applications will be accepted until positions are filled.**   **Equal Opportunity Employer** |