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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. **Applications will be accepted until positions are filled.**

**Equal Opportunity Employer** |