



VACANCY ANNOUNCEMENT

Job Title: Front Desk Clerk
Closing Date: Open until Filled
Salary: \$10.05/hr
Job Type: Part-time
Department: Parks and Recreation – The Station at Central Park/Aquatics Center

JOB SUMMARY AND ESSENTIAL JOB FUNCTIONS

Front Desk Clerk will be the first impression of The Station at Central park. They are responsible for controlling access to The Station at Central Park (recreation center) while providing a high level of quality customer service (i.e. – greeting and providing program information). Front Desk Clerk needs to be knowledgeable in the activities, programs, camps and special events in order to inform participants. Front Desk Clerk will be required to enforce rules, will also take admissions, program registrations and sell day passes to the recreation and aquatic centers (The Station at Central Park).

Experience with PC based applications including Word, Excel and internet browsers preferred.

Must attain CPR, First Aid, and AED certification with six months of hire.

ALL APPLICANTS MUST COMPLETE AN APPLICATION

Return completed application to Moore City Hall. Selected applicant must pass background investigation, and drug screen.

For additional information regarding work duties please visit www.cityofmoore.com

City of Moore is an Equal Opportunity Employer