

TOWN OF CHESHIRE
POSITION DESCRIPTION

Position Title: Desk Attendant Classification: TPT-3

Department: Cheshire Community Pool Date: 7-24-01

Position Objectives: High profile position requiring a person with excellent oral communicative skills with the ability to balance multiple tasks such as answering phone, taking program registrations, processing pool passes and greeting users and guests.

Reporting Relationships:

Reports to: Pool Coordinator

Supervises: None

Job Location and Equipment Used:

Work is performed at the Cheshire Community Pool using basic office equipment including computer.

Essential Functions:

1. Ability to communicate with users and guests.
2. Handle program and pool pass registrations and complete data entry.
3. Receive incoming calls and provide information regarding facility programs and services.
4. Greet users and guests and provide directions.
5. Provide check-in for program participants in order to maintain accurate program registration lists and daily usage reports.
6. Place emergency calls in the event of an emergency and provide directions to emergency personnel dispatched to facility.
7. Maintain neatness and cleanliness of lobby area during shift.
8. Complete daily cash outs sheets, secure cash and lock cash register.
9. Perform other duties as assigned by supervisory personnel.

The above duties describe the most significant duties performed and are not to be considered a detailed description of every duty of the position. Other occasional and related duties may be assigned.

Desired, Knowledge, Skills and Abilities:

Well developed communication and computer skills. Good phone skills. Ability to handle, collect and secure all funds received.

Physical Requirements:

May be required to have the ability to be flexible in days and hours available to be scheduled. May be required to occasionally provide assistance in set up for programs

Minimum Qualifications:

High school graduate with some business education courses in basic accounting, computers or office procedures preferred with at least one year of work experience. The ability to deal with staff, the public and users in a courteous and tactful manner.