

## **Guest Services**

**Job description:** Guest Services will handle point of sale transactions and assist the Facilities Coordinator with all patron activities such as BPD programs and rentals at our facilities. They will also help maintain the cleanliness and orderliness of our facilities. This position reports to the Facilities Supervisor.

**Job Type:** Part Time

**Benefits:** *Employee discount*

**Work Location:** In person

**General Hours:** Up to 18 hours per week. Typical Hours Monday-Friday from 4:00 PM - 10:00 PM and Weekends between 8:00 AM - 10:00 PM

Hours may vary based on business needs.

### **Requirements:**

- Must be 16 years or older
- Possess decision-making and conflict resolution skills
- Capable of handling money and completing necessary reports
- Ability to adapt to rapidly changing circumstances
- Excellent customer service skills
- Able to lift up to 50 lbs. with assistance
- Medic First Aid/CPR/AED Certification (or equivalent) is required within 30 days of employment. If you are not already certified, training will be provided.

**Pay:** \$15.00-\$16.96/hour DOQ

*Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstances change; e.g., emergencies, deadlines, personnel changes, workload and technological development, etc.*