

# **Oak Forest Park District – Job Description**

## **Health and Fitness Center – Front Desk**

### **Summary**

The Front Desk employee is responsible for assisting in the daily operation of the Park District Health & Fitness Center, in particular the front desk area. The position of Front Desk employee is a part time position.

### **Qualifications**

Must be over the age of 16

### **Immediate Supervisor**

Health & Fitness Center Manager

### **Essential Functions**

1. Processing all membership registrations in accordance with established policies and procedures
2. Adhering to established procedures in the processing of daily fee users
3. Answering the telephone in a professional manner while providing correct information, rates, hours and class information
4. Balancing the drawer and generating daily closeout sheets at the end of one's shift
5. Maintaining cleanliness within the Fitness Center and its equipment in accordance with established procedures and policies
6. Laundering towels and washcloths for patron use
7. Assist with emergency procedures and building evacuation
8. Perform all job tasks within the rules and guidelines of the district's safety program.
9. Flexibility in scheduling, if needed
10. Assist and perform other duties as assigned by the Health & Fitness Center Manager

### **Marginal Functions**

Assist all employees of the Park District as needed.

### **Psychological Considerations**

Must work closely with co-workers.

Employee must work with the general population/park patrons in public areas.

### **Environmental Considerations**

Work setting is indoors; conditions include lighting and temperature.

### **Cognitive Considerations**

The front Desk employee must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.