



Job Title: Trout Creek Recreation Center Host
Job Code: 292
Department: Trout Creek Recreation Center
Reports To: Recreation Assistant Manager
Class Code: 9066
FLSA Status: Non-exempt
Salary Level: Hourly 6
Pay Range: \$11.60 – \$13.10 per hour
File Name: Recreation Center Host.doc
Prepared Date: 8/13/07, updated 4/30/11, 3/24/15, 10/24/15, 5/15/17

SUMMARY

The Recreation Center Host opens and closes facility, greets and checks passes of members and guests. In addition, the Host provides information on fitness classes and events of the Association, operates computerized point of sale system and credit card machine, monitors and cleans facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provide excellent customer service to customers, employees and business partners.
- Maintain current knowledge, implements and enforces Association policies, procedures, rules and regulations.
- Perform opening and closing procedures including securing facility, moving pool covers as needed, checking pool and spa chemicals.
- Perform frequent facility inspections of restrooms, sauna, steam room, pools, spas, fitness room, office and entry to ensure areas are clean and free of debris and trash.
- Responsible for performing accurate accounting processes including accurate daily deposits, counting and verifying personal bank, and collecting money for sales.
- Assist customers with retail merchandise, class enrollment and answers questions, in person and by telephone.
- Coordinate staff duties and notify manager of facility condition.
- Assist with snow removal including shoveling, snow blowing, and clearing snow from walkways and handicap access, equipment and other areas as needed.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Less than high school education; or up to one month related experience or training in cash handling; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Current Cardiopulmonary Resuscitation (CPR) and First Aid certifications recommended.

Requires possession of valid Class C Driver License with a driving record meeting the minimum standards required by the Association insurance carrier.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and/or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.