

CITY OF SOUTHFIELD PARKS AND RECREATION
JOB OPPORTUNITY ANNOUNCEMENT

JOB TITLE: Cashier/Receptionist

CLASSIFICATION: Non-Career/Continuing Part-time

PAY RATE: Starts at \$11.00 hourly

LOCATION: Beech Woods Recreation Center

WORK SCHEDULE: 19+ hours weekly; flexible schedule

JOB DUTIES:

- Open and close Front Desk according to procedure.
- Answer customer questions and provide assistance and information in a professional manner.
- Positively promote the service philosophy of the City of Southfield Parks & Recreation Department. Handle complaints politely; refer to Supervisor.
- Handle and count cash accurately; operate a cash register; handle credit card transactions.
- Register customers for P & R programs, classes, and activities using an upgraded computer based class registration program.
- Answer phone, take messages, and transfer calls professionally and with a smile.
- Operate a fax machine, printer, and copier.
- Perform other related duties as required or assigned.

JOB REQUIREMENTS:

- Minimum of 16 years of age with a certain level of maturity to handle this high-profile position.
- Excellent organization along with verbal and written communication skills.
- Ability to use logical and rational thinking to solve problems.
- Ability to perform mathematical calculations, including fractions, decimals and percentages.
- Ability to carry out detailed written and/or verbal instructions independently.

APPLY AT: City of Southfield Parks and Recreation Department,
26000 Evergreen Road, Southfield, MI 48076,
or e-mailed to Cathy Fresia at cfresia@cityofsouthfield.com.

Applications can be downloaded from the City of Southfield's web site at www.cityofsouthfield.com.

This is a "continuous" recruitment. Applications will be accepted until there are sufficient applicants to meet the City's recruitment needs. As such, interested persons should make application promptly.

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Parks & Recreation Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.



Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or via email at hrrsupport@cityofsouthfield.com if auxiliary aids or services are needed. Reasonable advance notice is required.