

FACILITY ATTENDANT

Posted 03/02/2022
County Polk
Location GRANGER ,Iowa
Salary \$15.00/HOUR

Description

Under immediate supervision, collects rental fees from the general public, maintains security in County buildings, and/or monitors use of County facilities during evenings, weekends, or holidays while providing exceptional customer service.

Illustrative Examples of Work:

- Greets the public; answers telephone calls; relays messages; directs callers and provides general information to the public.
- Performs routine office work, which may include assisting public with various registrations and reservations, record keeping, etc., as needed.
- Computes fees and collects money from customers.
- Reconciles fees and merchandise sales collected on a daily basis and prepares reconciliation report.
- Assist with special event implementation; programs and services offered at the Outdoor Recreation & Wellness Center and Jester Park Nature Center.
- Supervise the use of the Jester Park Nature Center and Outdoor Recreation & Wellness Center during public hours as well as when the facilities are privately rented during nonpublic hours.
- Performs related duties as assigned.

Required Knowledge, Skills and Abilities:

- Knowledge of and the ability to communicate departmental policies, practices and standards.
- Knowledge of general office practices and procedures.
- Knowledge of simple mathematics including addition, subtraction, and multiplication.
- Knowledge of Microsoft Office, web-based calendars, email, audio visual equipment, and website programs.

- Knowledge of professional customer service methods/skill sets.
- Ability to perform basic accounting/cash handling calculations.
- Ability to monitor activities in County buildings, solve problems, and provide assistance to the general public.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain satisfactory working relationships with other County employees and the general public using courtesy, patience, and tact.
- Ability to work in a fast-paced, active work environment.
- Ability to deal with multiple priorities at one time.
- Ability to occasionally lift up to 50 pounds.
- Ability to work flexible hours including evenings, weekends, holidays, and irregular hours.
- Knowledge and skills of outdoor recreation activities such as paddling, cross country skiing, and shooting sports.

Training and Experience:

- Graduation from high school or equivalent education, or
- Any equivalent combination of training and experience that will have provided the required knowledge, skills, and abilities.

Special Requirement:

- A criminal background check is required.
- Candidate must pass a post-employment offer physical capacity testing to ensure candidate meets the essential physical requirements of the position.
- A drug screen is required.
- A valid State of Iowa driver's license is required.
- CPR/AED and First Aid certification is required within six months of hire.

Qualifications

18 years of age or older. Graduation from high school or equivalent. Must pass physical capacity test, drug screen, criminal & abuse background checks. A valid Iowa driver's license is required.

To Apply

<https://www.polkcountyiowa.gov/human-resources/>