Village of Palmetto Bay

Position Description

POSITION POSTING DATE:	WEDNESDAY, September 3, 2014
POSITION CLOSING DATE:	WEDNESDAY, September 17, 2014

POSITION TITLE:	Tennis Center Attendant
FUNCTIONAL AREA:	Department of Parks & Recreation
PAY GRADE:	Min. $12.30 – Max $21.62 Hourly; PG 3; This position is offered with no benefits
CLASSIFICATION:	Part-Time; Non-exempt
APPROVED/UPDATED:	Oct.2012

General Purpose

Assists with the overall operations of the Coral Reef Tennis Center to ensure that the facility is clean, well-maintained, and properly set to receive patrons; provides excellent customer service to patrons and the public in general. Additional duties include scheduling of tennis events, bookings/reservations, cashiering transactions, and general clerical work in the tennis office. Basic janitorial duties for the recreation room and restrooms may be required from time to time.

Supervision Received & Exercised

This position is supervised by the Parks and Recreation Manager or designee. No supervision is exercised.

Essential Duties & Responsibilities

- Maintains the tennis courts in proper condition for use by replacing torn or broken nets and/or screens, tying loose nets, etc…
- Inspects tennis facilities to detect any potential hazards or unsafe conditions and reports such to the supervisor immediately.
- Cleans tennis courts as necessary, removing and discarding all trash and debris.
- Prepares tennis courts for play by setting-up the umbrellas, water coolers, adjusting nets and/or windscreens, and all other required prep duties.
- Cleans and organizes the tennis office.
- Inventories equipment and supplies; submits orders to the supervisor when inventory is low.
- Creates marketing and promotional flyers, programs and publications, inclusive of the published monthly calendar, to promote tennis events and activities; updates the bulletin board with related content as needed.
- Schedules all tennis activities, sessions and events and maintains the calendar up to date.
- Assists tennis patrons with all matters relative to the tennis facility and the park in a courteous and friendly manner.
- Cleans restrooms and/or recreation room for use by respective clientele, including toilets, urinals, sinks, floors, walls, mirrors and/or windows, when assigned.
- Performs cashiering duties to include fee collection and processing, accounting of payments received and reconciliation; responsible for the accuracy of all accounts receivable.
- Counts and verifies all payments received; generates and verifies required accounts receivable reports on a daily, bi-weekly, monthly or an as-needed basis.

- Enforces departmental and facility rules, policies and procedures.
- Performs other related tasks as required.
- Performs all of the above described duties and responsibilities strictly adhering to current Village of Palmetto Bay Policies and Procedures, Operational Guidelines, and/or Departmental Rules.

Minimum Qualifications:

Education & Training:

- High School Diploma or GED.
- One (1) year prior cashiering experience.
- One (1) year prior experience in a customer service position, requiring extensive interaction with the general public.
- Prior work experience in recreation desired.
- Valid Florida Driver's License.

Other Required Competencies:

- Excellent customer service skills.
- Must be fluent in the English language; Spanish is a plus.
- Must be computer literate with proficiency in Microsoft Word, Excel and Publisher.
- Must understand and follow oral and written instructions.
- Knowledge of basic safety rules and basic janitorial duties.
- Ability to work independently and complete daily activities and tasks according to work schedule.
- Must be available to work on weekends, nights and/or Holidays.

Working Conditions and Physical Requirements

- Must be able to work indoors as well as outdoors in all climate conditions; may be exposed to sunlight, inclement weather conditions, noise, dust and fumes.
- Requires physical strength and agility to perform assigned tasks, which include, but are not limited to, bending, twisting, walking, climbing, reaching, lifting, moving or carrying objects which may weigh more than 25 lbs.
- Physical ability to independently operate a computer, cashier, calculator, telephone and other such office equipment.

The minimum requirements may be waived by the Village Manager based on experience and other qualifications. The Village of Palmetto Bay reserves the right to update and/or change this job description at any time. The Village of Palmetto Bay is an Equal Employment Opportunity Employer and Drug-free Workplace.

Once a conditional offer has been made, selected applicants are required to complete all requisites established by the Village for employment, which may include verification of employment, a national criminal background check, a review of the applicant's driving record, and a drug/alcohol test.