



CITY OF FRUITA JOB ANNOUNCEMENT

Date of Posting: May 2, 2024
Job Title: Guest Services - Part-Time
Department: Parks and Recreation – Fruita Community Center
Salary Range: \$15.27 per hour
Benefits: Sick time is available under Healthy Families Workplaces Act (1 hour for every 30 hours worked). Some paid holidays on a pro-rated basis.
Supervisor: Ben Booth
FLSA Status: Non-Exempt
No. of Open Positions: 1

SUMMARY: Under the general direction of the Guest Services Coordinator, this position is responsible for answering phones, greeting guests, providing assistance with facility operations and rentals, enrolling customers in various activities, selling memberships, and other administrative duties. Applicants must have excellent customer service skills, cash handling abilities, be knowledgeable of computer software, and have good attention to detail. Secondly, this position will be trained to assist in RecRats, the in-house childcare area; perform light cleaning; and facility checks. Guest Service Staff are expected to work mornings, afternoons, evenings, weekends, holidays as well as special events.

QUALIFICATIONS

Applicants must be CPR/AED/First Aid certified or have the ability to become certified within 6 months of hire. Applicants must have excellent customer service skills, be versatile, possess good cash handling, computer, data entry, and clerical skills as well as the ability to use a variety of computer software programs.

Applicants must be able to successfully pass a pre-employment background investigation as this position will work with youth and other vulnerable populations.

TO APPLY:

Submit resumes or completed City applications to Human Resources, City of Fruita, 325 E. Aspen, Fruita, CO 81521. This position will remain open until filled.

The City of Fruita is an Equal Opportunity Employer