

Turner Aquatic Center Front Desk Clerk Job Description

Purpose: The Turner Aquatic Center (TAC) Front Desk Clerk provides office support to assist with the efficient operation of the TAC. To accomplish these tasks, the Front Desk Clerk works closely with the TAC coordinator, staff, and administration of the district.

Responsible to: Aquatic Coordinator, Aquatics Supervisors, and THS Principal

Payment rate: Salary and benefits to be established by the Board of Education

Qualifications:

1. Must be 16 years of age.
2. High School Diploma preferred.
3. Communicate well, both orally and in writing (English and Spanish preferred).
4. Establish and maintain effective working relationships with other employees.
5. Detail oriented and ability to handle multiple tasks in a constantly changing environment.
6. Demonstrate proficient technology skills in Microsoft and management programs.
7. Effective organizational, customer service, communication, and problem solving skills.
8. Health and Inoculation Certificate on file in Administrative Service Center (after employment offer is made.)

Essential Functions:

1. Knowledge, Skill and Abilities

- a. Communicate effectively with all members of the school district and community to solve TAC-related problems.
- b. Well-developed interpersonal skills with the ability to get along with diverse personalities in a tactful and professional manner.
- c. React to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
- d. Demonstrate skill and efficiency in the operation of general office equipment.
- e. Develop a working knowledge of the check in and concession processes.
- f. Regular and consistent attendance is essential and required.
- g. Support the philosophy and mission of USD 202
- h. Comply with all policies, rules, and regulations at the federal, district, and Turner Recreation Commission (TRC) levels.

2. Physical Requirements/Environmental Conditions:

- a. Sit and/or stand for prolonged periods.
- b. Manually move, lift, carry, pull, or push heavy objects or materials.
- c. Manually lift a maximum of 50 pounds.
- d. Stoop, kneel, crawl, bend, turn, reach, climb, and balance.
- h. Work indoors and outdoors year-round.
- i. Work in noisy, crowded, stressful environments.
- j. Must be able to work in and around dust, fumes, and odors.
- k. Handle physical and emotional stress.
- l. Requires regular attendance and/or physical presence at the job.

General Responsibilities:

1. Provide secretarial, office management, and clerical support as needed to enhance and improve the efficient operation of the TAC.
2. Greet all internal and external customers in a pleasant and respectful manner and reply to inquiries in a timely manner.
3. Answer phones, emails, and take messages.
4. Create and copy correspondence, reports, bulletins, records, and other materials.
5. Greet patrons, answer questions, and handle entry, collect fees and make change.
6. Facilitate and manage the daily cleaning of front entry and desk areas, and TAC events.
7. Ensure safety regulations are observed at all times.
8. Promote safety for pool participants and recommend corrective action
9. Assist, organize, and maintain accurate inventory office supplies and materials.
10. Report all accidents and file required accident reports with the Aquatics Coordinator.
11. Performs a variety of miscellaneous duties such as selling memberships or passes, registering participants for programs or events, posting upcoming program and event information, and making arrangements for rental and pool use.
12. Keep abreast of new information, innovative ideas and techniques.
13. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
14. Keep records and student, family, employee information confidential.
15. Report any concerns of abuse, neglect, or a child in need of care to your direct supervisor or Division of Children and Families.
16. Other duties as assigned by the Aquatics Coordinator, district administration and Shift Supervisor, which are consistent with the general requirements and essential functions of the position.

Terms of Employment: Part-time, non-exempt

Evaluation: Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

Approved:
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