



LEHI CITY

RECREATION

LEHI CITY POSITION OPENING Legacy Center Front Desk Manager

CLOSING DATE: Open Until Filled

SALARY RANGE: \$9.00/hour

STATUS: Part-time, non-benefited

DEPARTMENT: Recreation Division, Leisure Services Department

WORK SCHEDULE: 15-25 hours per week, primary night and weekend shifts (4:30pm-11:30pm)

JOB SUMMARY: Oversee all desk operations and supervise desk staff during scheduled shifts. Assist patrons and guest in their health and fitness as well as recreational needs. Direct and delegate tasks as needed to staff. Assist building managers in facility operations if applicable during shift. Money handling and shift till reconciliation, hourly building inspection, handling patron concerns/complaints. Light cleaning and maintenance. Opening and closing the building depending on shift. 2 weekend shifts a month required. Oversee one desk task assigned to all managers (to be determined upon hiring, other tasks and teams as determined by management when needed). Working knowledge of all programs and facility operations is a plus. Enforce all front desk, building and Lehi City Policies and Procedures.

MINIMUM REQUIREMENT: High School graduate or equivalent. Excellent Customer Service skills. Must be a responsible, self-motivated individual with the ability to stay calm in mildly stressful situations, able to learn and adapt quickly due to constant program and procedures changes. Excel in a team environment and in solitary tasks.

NOTE: Turn in required application to Lehi City 153 North 100 East, Lehi, UT 84043 or download application and job description at www.lehi-ut.gov. Lehi City is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age or disability.