TITLE:	**Front Desk Host/Hostess**	**JOB CODE:**	1108
PREPARED:	05/04/06	**FLSA:**	Non-Exempt
UPDATED:		**REVISION #:**	

Summary: Under general supervision, performs routine public contact; plans and organizes a variety of duties involved in the general operation of the Churchill County Pool; and performs other work as assigned.

Distinguishing Characteristics: None.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledges, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Greets and receives patrons to the swimming pool; performs cashier duties; receives money and issues change; closes registers and prepares daily balance sheets.
- Stocks and accounts for product inventory; notifies supervisor of products that need to be ordered; accounts for daily balance of sales and inventory.
- Prepares registration and registers participants for pool programs.
- Coordinates birthday party packages and trains hosting staff.
- Performs routine maintenance and custodial functions, including informing supervisor of faulty equipment or problems; cleans and maintains facility and equipment; directs lifeguards, as necessary, in maintenance and custodial functions.

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Knowledge of basic math.
- Knowledge of County policies, procedures, rules and regulations.
- Skill in the use of a personal computer.
- Skill in basic math.
- Skill in coordinating tasks and organizing work procedures.
- Skill in identifying procedural weaknesses and suggesting improvements to procedures.
- Skill in effectively working with and training others.
- Skill in effective oral and written communications.
- Skill in establishing and maintaining effective working relationships with co-workers, superiors, and the general public.
- Skill in projecting a positive, outgoing demeanor.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.

JOB DESCRIPTION
Front Desk Host/Hostess

Education, Experience, Certifications and Licenses:

- High School diploma or equivalent GED certificate.
- One year of experience handling cash is highly desirable.
- Possession of a valid State of Nevada Driver's license.
- Obtain American Red Cross CPR/AED and O^2 Administration certifications within 3 months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in internal environments with exposure to wet and humid conditions.
- May be exposed to hazardous chemicals.
- Subject to standing, walking, sitting, bending, reaching, kneeling, and lifting heavy objects up to 50 pounds.

Equipment and Tools Utilized:

- Special Equipment includes personal computer, calculator, cash register, standard office equipment, hand tools, pool vacuum, lifts, pumps, chemical testing equipment and first aid equipment.