



FRONT DESK ATTENDANTS (Part-Time)

Upper Merion Township, located in King of Prussia, PA is looking for part-time, highly motivated **Front Desk Attendants** who will report directly to the **Front Desk Customer Service Supervisor**. The successful candidates will be responsible for assisting in the successful operation of the front desk for the Upper Merion Community Center. **The Front Desk Attendants** will provide Passholders/patrons with information, taking registrations, while fostering excellent customer service.

The duties of the **Front Desk Attendants** include (but not limited to):

- Providing superior customer service to all patrons and stakeholders of the Community Center.
- Greeting members and guests with a friendly smile and attitude.
- Handling customer service issues with a positive and professional demeanor.
- Ensuring compliance with the Community Center policies and procedures.
- Assisting with the opening and closing of the facility according to established policies and procedures as scheduled.
- Handling general administrative tasks such as distributing parcels and updating calendars.
- Attending and participating in special events, programs and meetings as needed.
- Responding to public inquiries regarding the facility, programs, policies and procedures via telephone, email, written correspondence.
- Balancing cash drawer to cash journal and paperwork at the end of each shift.
- Performs other duties as assigned.

The **Front Desk Attendant** positions will interact with the general public and other Township staff. Successful candidates must have excellent customer service and skills, the ability to work independently, as well as in a team environment.

Minimum Qualifications:

- High School Diploma or Equivalent.
- CPR, AED, and First Aid Certifications are required or ability to acquire prior to starting.

How to Apply:

- For immediate consideration, applicants should complete an employment application by visiting <http://www.umtownship.org/index.aspx?nid=909> and submit the **full job application, cover letter and resume** via email to: hr@umtownship.org. **Applications will be accepted until positions are filled.**

Equal Opportunity Employer