South Davis Recreation Center
550 North 200 West
Bountiful, UT 84010
(801) 298-6220

POSITION: Front Desk Cashier
STARTING PAY: $11.50 / hr
EFFECTIVE DATE: 10/2026
STATUS: Part-Time

REPORTS TO: Office Manager, Customer Service Manager, Manager on Duty and Front Desk Supervisor

GENERAL PURPOSE:
Under the direction of the Customer Service Manager, the front desk cashier is responsible for performing a variety of entry level routine and complex clerical duties as needed to expedite the delivery of recreation programs and services.

EXAMPLE OF DUTIES:

1. **Front desk and reception:** Greets and assists the public; answers and routes phone calls, takes messages, and provides accurate information; maintains program and activity files.

2. **Cash handling and sales:** Operates the cash register and computer registration program; sells center memberships and recreation-related equipment; prepares a daily cash report at the end of each shift; reconciles revenue from programs, registrations, and memberships.

3. **Customer information and service:** Provides walk-in and phone customers with information about recreation services and programs; distributes flyers, brochures, and notices; assists with special events; responds to customer complaints in a way that promotes customer satisfaction.

4. **Registration:** Registers program participants, collects registration information and fees, and issues receipts; runs activity reports.

5. **Reservations and rentals:** Takes and processes facility and equipment reservations; checks availability, enters bookings, explains rental policies and fees; collects payments and deposits, issues receipts, prepares rental agreements and confirmations; coordinates with staff on room setup, check-in, check-out and clean-up.

6. **Facility upkeep and safety:** Cleans and maintains the facility, including sweeping, dusting, and cleaning floors, windows, and the work area; monitors activity in the foyer and surrounding areas to ensure public safety.

7. **Other duties:** Performs related duties as assigned, including special events that fall outside regular hours, duties, or location.

Skills and Competencies:

1. Courteously handles difficult customers and situations
2. Establishes and maintains effective working relationships with co-workers, supervisors, and the public

3. Fosters a cooperative work environment; analyzes and solves problems
4. Presents information clearly and responds effectively to questions from employees and customers
5. Demonstrates strong interpersonal, communication, organization, and follow-through skills, and works well as part of a team
6. Maintains consistent, professional attendance, punctuality, and appearance, and follows all relevant policies and procedures

Minimum Requirements:

1. At least 16 years of age
2. Must have working knowledge of computer Microsoft Word, Excel, and Point of Sale Software (preference given to Sportsman Software)
3. Previous customer service and cash handling experience preferred

WORKING CONDITIONS:

1. Schedule will vary week to week and day to day; **preference** is given to those who have availability to work evenings and Saturdays
2. Moderate physical activity including pushing, pulling and lifting medium to heavy weights up to 50lbs
3. Uncomfortable working positions such as long periods of standing, stooping, crouching and bending
4. May have a few disagreeable elements such as but not limited to noise, poor ventilation, and extreme or uneven temperatures
5. Work both inside and outside
6. Exposure to stressful situations as a result of human behavior