

Now Hiring

Recreation Center East Front Desk / Child Watch Employee | October 19, 2020

Essential Duties and Responsibilities

- Processes daily payments
- Answer phones and customer questions
- Assist walk in customers
- Filing
- Help with customer shut offs
- Assist the Director of Administration/Staff Accountant
- Assist the Billing Coordinator/ Billing Associate
- Compile board packet information
- Scan company paperwork
- Run necessary errands for the company
- Other Duties as assigned
- Organize activities and engage with children
- Directs children in toileting. Changing diapers if needed.
- Helps children develop habits of caring for and cleaning up toys and books when done
- Maintains appropriate discipline
- Serve meals and refreshments to children as needed
- Greets and assists parents upon arrival and exit
- Must be willing to work mornings and/or evenings as well as weekends
- Clean and sanitize room and toys daily

Competencies

- Problem solving
- Customer Service
- Oral Communication
- Written Communication
- Teamwork
- Motivation

- Dependability
- Attendance/Punctuality
- Self-Starter
- Organizational Support
- Initiative
- Innovative
- Safety Awareness
- Preferred Spanish Bilingual

Physical Demands

Regularly required to sit; use hands and fingers, to handle or feel and to talk or hear. Occasionally required to stand; walk; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/ or move up to 50 pounds. Must be able to fulfill all cleaning duties to include sweeping, mopping, cleaning restrooms and toys.

Qualifications

Looking for 6 months-1 year customer service experience, this is an entry level position

Previous experience with children is preferred

How to apply

Please email resumes to Jedd@whmd.org