

Position: Guest Services Support Staff

Qualifications: High school diploma or GED, at least 18 years of age, one year experience working with the general public. Excellent customer service skills, friendly disposition and computer skills a must.

Essential Functions:

- a) Provide registration/program/rental information in person and via telephone.
- b) Computer registration processing including data entry and process batches.
- c) Receipt payments.
- d) Handle money accurately.
- e) Maintain waiting lists. Notify participants of program openings, class cancellations, and changes.
- f) Follow all established safety rules and regulations
- h) Attend required training and meetings

Morning and afternoon shifts available Monday through Friday. Morning shift approximately 9:00 am - 12:30 pm or afternoon shift 3:30 pm-7:00 pm; Saturday 9:00 am- noon available as well. Minimum of 10-15 hours per week.

Please complete an application found on our website and return it to 814 Hart Road, Round Lake, attn. Human Resources. Email resume or application to jobs@rlapd.org.