



Position Title: Part-Time Tennis Center Attendant

Job Code: 8300

Reports To: Tennis Center Manager

Grade: C1

FLSA: Non-Exempt

Job Description:

The Part-Time Tennis Center Attendant assists the Manager with tennis court maintenance.

Duties & Responsibilities:

- Collects funds for daily and monthly passes from tennis court users
- Collects signatures from all tennis court users, IDs or class schedules from Faculty, Staff or students
- Submits end of day totals and collection reports
- Maintains ticket booth
- Collects rental signatures from tennis teams and keep records of Community Education classes using the Tennis center
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- High School Diploma or equivalent GED
- Customer service experience
- Ability to interact effectively and diplomatically with a diverse population
- Must have effective communications skills and the ability to follow oral and written instructions.
- Ability to perform monetary transaction; collect, balance and take to Public Safety all Aquatic Center income
- Ability to maintain facility for safety hazards and knowledge of proper use of safety practices
- Ability to perform light to moderate custodial and maintenance duties
- Knowledge of proper telephone etiquette and procedures
- Ability to work a flexible schedule to accommodate the facility's need to assist in special events during the year.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name