



LIMITED-PART TIME CUSTOMER SERVICE ATTENDANT - WOODSTOCK RECREATION CENTER

The City of Woodstock is a charming historic community of 25,528, located 55 miles northwest of Chicago on Metra rail. Listed on the National Register of Historic Places, Woodstock is a community unlike any other boasting historic 19th century buildings, dining, entertainment, accommodations, specialty shops, professional services, art galleries, and live theater. The City employs approximately 300 (full, part-time and seasonal) employees in a variety of departments within the organization, such as Office of the City Manager, Building & Zoning, Economic Development, Finance, Information Technology, Human Resources, Public Library, Opera House, Police, Public Works and Recreation. Our employees work to serve the residents and strive to make the City of Woodstock the best community it can be.

Job Summary

The City of Woodstock is seeking a Limited Part-Time **Customer Service Attendant** with the Woodstock Recreation Center, located at 820 Lake Avenue. The position may work up to 20 hours per week, with the following schedule: 2:45pm-9:00pm Monday, Tuesday, Wednesday, Thursday or Friday and weekend hours Saturday and Sunday either 6:30am – 12:00pm or 11:45am – 5:00pm.

NOTE: This is NOT a seasonal position: Ideally candidates should demonstrate commitment to year-round employment on a set schedule, preferably for a minimum of 1-2 years.

Examples of Duties and Responsibilities of Customer Service Attendant:

1. Responsibly and promptly open and/or close Woodstock Recreation Center for use by patrons, including balancing the cash drawer. Provide membership information and enroll new members as requested.
2. Check memberships, assess and process usage fees.
3. Provide information on Recreation programs and register patrons as requested. Provide information on Woodstock Water Works and issue pool passes. Provide information on pavilion and ball field reservations and reserve facilities as requested.
4. Perform light cleaning tasks such as washing and folding towels, cleaning equipment, etc.

Minimum Qualifications and Required Knowledge, Skills and Abilities for Front Desk Cashier:

1. High school diploma or equivalent.
2. Cash handling experience highly desirable.
3. Demonstrated experience in customer service and the ability to respond to customer service inquiries in a pleasant, mature fashion.
4. Ability to work scheduled days and times consistently throughout the year.
5. The ability to learn and use various computer software applications.
6. Excellent verbal communications in English required; Spanish language ability a plus.
7. Ability to obtain required CPR/First Aid/AED Certification within three months (training provided).

Salary: Wage is \$11.52 per hour and includes a free Recreation Center membership. No additional benefits are provided.

Application Process:

An application for this position may be obtained from the City's website at www.woodstockil.gov or by emailing to request one at hrdept@woodstockil.gov. A current resume, cover letter including salary expectations, and a completed City of Woodstock job application **MUST BE EMAILED** to: hrdept@woodstockil.gov. If you do not have access to a personal computer or the internet, please visit your local library. The City reserves the right to select only the most qualified applicants for an interview. The City of Woodstock is an Equal Opportunity Employer.

Application Deadline: Friday, January 10, 2020 at 5:00pm.