



THE CORPORATION OF THE MUNICIPALITY OF RED LAKE

POSITION DESCRIPTION

FRONT DESK ATTENDANT

1. PURPOSE AND SCOPE

As an employee of the Municipality of Red Lake, the Front Desk Attendant will perform duties as assigned by the Recreation Supervisor and will ensure corporate and departmental policies are adhered to.

2. REPORTING RELATIONSHIP

This position reports directly to the Recreation Supervisor.

3. POSITION OBJECTIVES

To provide assistance to the public and assist the Recreation Supervisor.

4. RESPONSIBILITIES

- 1) General housekeeping duties.
- 2) Maintain concession supplies and all requirements completed for program registration and membership.
- 3) To assist with the facility and program statistics related towards recreation.
- 4) To encourage and promote attitudes toward safe and responsible work practices and in all cases the standards of the Occupational Health and Safety Act must be met or exceeded.
- 5) Perform other duties and tasks as assigned from time to time by the Recreation Supervisor.

5. DECISION MAKING

Decisions are routine and repetitive where supervision is readily accessible.

6. WORKING RELATIONSHIP

Regular contacts with the general public and Recreation Department.

7. SKILL REQUIRED

Must possess communication skills, basic computer skills and the ability to work from detailed or semi-detailed instructions. Must also have a Class G license.

8. QUALIFICATIONS

This position requires a High School Diploma and no experience is required.

9. SUPERVISION

This position is not responsible for supervision.