

DEPARTMENT OF HUMAN SERVICES  
TOWNSHIP OF OCEAN COMMUNITY POOL AND TENNIS FACILITY  
JOB DESCRIPTION

JOB TITLE: FRONT OFFICE PERSONNEL

QUALIFICATIONS:

1. Strong public relations skills.
2. Must be available to work on weekdays and weekends, varying hours.

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Front Office personnel are responsible to work closely with public, verifying memberships and processing user fees.

ESSENTIAL RESPONSIBILITIES:

1. Verify membership status through computer membership program.
2. Process new memberships and daily guest admittance fees using computer membership program.
3. Schedule tennis court time upon request.
4. Distribute recreation equipment upon request.
5. Maintain records as directed; including facility usage and equipment inventory.

OTHER REQUIREMENTS:

OTHER INFORMATION/REQUIREMENTS:

1. Saturday of Memorial Day weekend – late June, work weekends only.
2. Late June – Labor Day, work as scheduled; day, evenings and weekend shifts necessary.
3. Neat, appropriate appearance; required to wear provided staff shirt when on duty.
4. Attendance at staff meetings is required.
5. Assist with miscellaneous duties including maintenance and snack bar tasks as assigned by management personnel.