

## **Customer Service Assistant**

\$13,934 / year or higher DOQ + [Partial County Benefits](#); Part-Time Regular position available (21 hours / week). **Current Schedule is 5:30am 10:30am Monday – Friday** [schedule subject to change based on needs of the center.](#)

James City County's nationally accredited and gold medal award winning Parks & Recreation Department is seeking an individual with outstanding customer service to assist visitors of the James City County Recreation Center. Position includes nights, weekends, and holidays.

### Responsibilities:

- Assist in a variety of customer service functions including, but not limited to, greeting patrons as they enter the facility; issuing visitors passes; collecting fees; answering telephones; monitoring basketball players in the gym; providing Center and class information and ensuring proper registration.
- Ensures Center rules and safety standards are followed.
- Prepares, maintains, and submit accurate count and records of money for current and next shift.
- Assist in training new staff.
- Sweep and mop lobby area and locker rooms as necessary.

### Requirements:

- Any combination of education equivalent to a high school diploma.
- Must possess and maintain, or be able to obtain within six months of hire, CPR certification from the American Red Cross.
- Some work experience in assisting the public, general record keeping, and handling money.

**Accepting applications until 11:59pm EST on 06/19/2019 or when filled, whichever comes first. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>**