



Job Description: Guest Services Clerk

Department: Splash City

Immediate Supervisor: Guest Services Manager

Supervises: NA

Status: Flexible hours (15-40 per week) including evening and weekends.

Job Summary

Guest Services staff ensure the efficient operation of parties, group reservations and private rentals by serving as host/hostess to guests, organizing programs, processing transactions efficiently, keeping records, answering telephones and disseminating information. Additional duties may include visiting local businesses to promote Splash City.

Qualifications:

- High school diploma or equivalent
- Basic computer knowledge
- Good communication skills (written and verbal)
- Able to work well under pressure and with limited supervision
- Be able to lift 40 pounds to chest height
- Driver's License preferred

Benefits:

- Free access to Splash City for duration of employment

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential duties, responsibilities, and requirements.