



Human Resources Department  
Forms And Documents

HRP-03 Effective Date: 4/7/08

Date Posted: 01/17/2017

*This position announcement constitutes neither a written or implied contract of employment. The City of Fairhope reserves the right to revise, alter and/or change the job description for this position, as the City deems necessary.*

**POSITION ANNOUNCEMENT**

The following position is now open. Current employees interested in this position must submit an application within ONE WEEK of the announcement date.

Applications for Employment will be accepted at the Fairhope Public Works Complex, 555 South Section St., Fairhope, Ala. 36532, Monday through Friday, from 8:00 a.m. to 3:00 p.m. or they may be faxed to (251) 990-0156. Applications may also be mailed to City of Fairhope, P.O. Drawer 429, Fairhope, AL 36533 ATTN Human Resource

**Position Information**

Job Title: Front Desk Attendant Department: Recreation Center

Job Status:  Regular Full-Time  Temporary Full-Time *If temporary, give required dates of service:*  
 Regular Part-Time  Temporary Part-Time *From:* \_\_\_\_\_ *To:* \_\_\_\_\_

Standard Scheduled Hours: 19.75 Hours Days to be Worked: Varies - As Needed

Pay Grade or Range: \$9.00/ hr.

**Position Description**

**Greet visitors, enter memberships, answer telephones, and tours.**

**Primary duties and responsibilities:**

1. Interact with members as they enter and exit
2. Assist with questions
3. Inform the members on new information
4. Assist in emergency issues
5. Ensure safety policies are enforced

**Other duties and responsibilities:**

1. Answer telephones
2. Clean front lobby area
3. Clean activity center and observe youth in that area, prepare coffee
4. Enter memberships into system and file away the folders

**Minimum Qualification Standards**

**Knowledge, skills and abilities:**

Ability to comprehend verbal and/or written communications;  
Ability to think independently and develop routines for teaching class;  
Ability to instruct all levels of spinning; and  
Ability to work weekends if necessary  
Computer literate  
Must be outgoing

**Education, experience and training:**

High school diploma or GED; OR  
Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.  
Red Cross CPR/AED  
Must be at least 18 years old  
Must interact verbally in an effective manner with others

Date of Announcement: 01/17/2017 Closing Date for Applications: Until Filled

Pandora Heathcote  
Human Resources

*The City of Fairhope is an Equal Opportunity Employer, maintaining a Drug-Free Workplace. Pre-employment drug testing is performed. The City reserves the right to re-advertise positions or to not fill positions after advertising.*