

**Town of Smithfield,  
North Carolina  
Employment Opportunity**



## **Reception Desk Representative**

Temporary Part-Time

### **ESSENTIAL FUNCTIONS:**

An employee in this class is responsible for managing and directing activities which include reception desk services, concession services, customer service, membership sales, day pass sales, program booking and sales, providing information regarding SRAC and programs, and working special events as needed. Is a vital link with customer service and customer's satisfaction. Considerable tact and courtesy are required in these public contact functions. Must be able to work day or evening shifts and weekends/holidays. Minimal to moderate lifting may be required. Work is performed under the general supervision of the Recreation Center Supervisor and is evaluated through conferences, by review of appropriate records, and the accuracy and thoroughness of assigned responsibilities.

### **KNOWLEDGE AND SKILLS:**

Individuals must have strong communication skills, customer service knowledge and skills, strong organizational skills, computer and software experience, decision making skills, leadership skills and an understanding of facility characteristics, rules, policies, and procedures. CPR certification is highly recommended.

**JOB TYPE:** Temporary Part-Time; Daily hourly schedule varies Monday-Sunday between 5:30am-9:30pm based on programs and staffing needs. Must be available to work weekdays, weekends, holidays. Employee in this position will work less than 1,000 per year. Employee will not qualify for Town benefits.

Beginning Wage: \$12.00/hour

Date Posted: September 17, 2024

Closing Date: Open Until Filled

Qualified applicants may obtain an application at the Smithfield Town Hall, 350 E. Market Street, Smithfield NC 27577 or via the Town's website [www.smithfield-nc.com/jobs](http://www.smithfield-nc.com/jobs). All applications should be submitted to HR via in-person at Town Hall, faxed to 919-989-8937, emailed to [shannan.parrish@smithfield-nc.com](mailto:shannan.parrish@smithfield-nc.com), or mailed to Town of Smithfield, HR Department, PO Box 761, Smithfield, NC 27577.

This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

EEO/ADA Employer