



The City Beautiful

City of Coral Gables Job Description

Job Title: Sports Shop Attendant
Department: Parks and Recreation
Classification: 6304
Pay grade: 13C
FLSA: Non-Exempt

Prepared Date: 3/2015
Approved By: HR



Summary

The Sports Shop Attendant's responsibilities include: greeting members and guests, retail sales, cash register transactions, merchandising, inventory, knowledge to be able to answer customer questions regarding hours, facility information, services and programs, and assist with the daily revenue summary. Work is performed within the guidelines of set policy and procedures and under the general guidance of a supervisor.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Accepts cash, checks and other negotiable payment for fees, rentals and sales of merchandise. Balances cash registers, collects cash and prepares summary of daily revenue report as well preparing other corresponding paperwork.

Helps patrons in a courteous and professional manner.

Advises individual customers regarding the purchase or usage of proper recreational equipment

Prepares and issues annual pass cards and maintains cards of all annual pass cards issued.

Makes reservations for customers.

Assists Professional Tennis Operations Supervisor with reports, as needed.

Answers questions regarding special events.

Assists in setting up merchandise displays and with the pricing of merchandise.

Coordinates and processes maintenance requests.

Assist Supervisor with coordinating and processing part time employees' schedules

Secures facility at the beginning and end of the day

Conforms with and abides by all regulations, policies, work procedures and instructions.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

General bookkeeping, funds collection, computer, office and clerical skills are required for this position. Knowledge of merchandising and inventory control procedures is required. The incumbent must have the ability to effectively communicate both verbally and in writing. Ability to establish and maintain effective working relationships with, co-workers, officials, and the general public.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items such as computer, cash register and/or calculator. Work is performed primarily indoors within a quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 25 lbs. Light maintenance duties may be needed on certain days.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education and Experience

High school diploma or equivalent.

2 years of experience handling and accounting for large sums of money as well as merchandise sales experience is required. Accounting and business practices course work is required for this position.

A comparable amount of training or experience may be substituted for the minimum education requirement.