

**MT. LEBANON, PENNSYLVANIA**  
**JOB DESCRIPTION**  
**FEBRYUARY 2018**

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**TENNIS CENTER CASHIER (PART-TIME)**  
**REPORTS TO: TENNIS CENTER MANAGER**  
**GIVES DIRECTION TO:**  
**FLSA STATUS: NON-EXEMPT**

**NATURE OF WORK**

This part time position works at the admission areas of the Tennis Center performing admission, registration and customer service functions.

**ESSENTIAL JOB FUNCTIONS**

Opens the tennis court enclosures.

Greets and assists the public.

Manages admissions to facilities through appropriate admission policies and procedures.

Answers phone calls and provides information.

Handles registrations, admissions including cash, check and credit card payments.

Manages the daily court schedule.

Monitors the courts.

Manages transactions through the software system.

Balances the daily transactions.

Responds to emergency situations.

Assists with tournaments and special events as needed.

Cleans and stocks restrooms as needed.

**OTHER JOB FUNCTIONS**

Performs all other work assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of common computer programs and office machines, including Microsoft Office and athletic scheduling software. (Peak SportsMan and MaxEnterprise software systems).

Interpersonal, communication and customer service skills.

Able to function under pressure.

**REQUIRED EDUCATION, TRAINING & EXPERIENCE**

High school diploma/G.E.D or currently enrolled in High School

**PHYSICAL DEMANDS**

Physical Demands: Hearing, seeing (close up and distance), standing, sitting, bending, hand movements, holding, lifting (10+ lbs.) waving arms, pushing, pulling, reaching, grasping, and feeling.

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Mental demands: Maintain accurate registration details and financial transactions. Concentration on tennis court usage and facilities. Decisions on proper behavior relative to facility rules. Able to respond in emergency and high-stress situations.

The above job description reflects the general information deemed necessary to convey the primary functions of the job and shall not be construed as a detailed description of all the work requirements inherent to the position.

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

**Employee acknowledgement of receipt of job description:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**