

- Periodic cleaning projects
- Maintain a teamwork effort
- Other duties as assigned

SUPERVISION EXERCISED:

- None

EDUCATION AND/OR EXPERIENCE:

- High school diploma or GED required
- Computer experience required

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Problem solving and decision making
- Skill in observing situations and decision making
- Skill in dealing courteously with the public
- Knows all safety and emergency procedures and is aware of accident prevention policies

PHYSICAL DEMANDS & WORK ENVIRONMENT:

- This position requires minimal physical activity
- Able to stand extensive periods while working the front desk
- Bending, stretching, and kneeling for long periods of time
- Understands that business demands sometimes requires employees are scheduled to other shifts
- Ability to work flexible hours/shifts including evenings, weekends and holidays required

CERTIFICATES/LICENSES & REGULATIONS:

- Required to watch Customer Service video annually
- Required to watch Sexual Harassment video annually
- Cash handling training required
- Visual 1 training required
- This individual will be required to successfully pass a pre-employment drug test and as a condition of employment will be subject to random drug testing
- It is always the responsibility of the employee to have all documents current and valid

I certify that I have read this job description and understand each one of the requirements for this position, including but not limited to the physical requirements. By signing this document, I certify that I meet all the physical requirements for this job without limitation.

Employee Print & Sign

Date

HR Representative

Date