



**CITY OF ANKENY IOWA**  
invites applications for the position of:

## **PT Senior Community Center Attendant**

**SALARY:** \$14.75 - \$14.75 Hourly

**OPENING DATE:** 05/23/22

**CLOSING DATE:** 06/12/22 11:59 PM

### **FUNCTION:**

The City of Ankeny is currently seeking individuals to support the Albaugh Family Senior Community Center as part-time Senior Community Center Attendants. Under the direction of the Recreation Supervisor, Senior Community Center Attendants are responsible for evening and weekend operations of the Albaugh Family Senior Community Center.

#### **Potential working hours:**

*Flexible hours up to 20 per week*

Monday - Thursday, evening hours from 5 pm - 9 pm

Saturday & Sunday hours from 8 am - 4 pm

Starting salary is **\$14.75 per hour.**

Deadline to apply is Sunday, June 12, 2022. Interested applicants should apply online. *Pre-employment drug screen and background check required.*

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Executes procedures as outlined by front desk manual.
- Answers phones, questions, and takes messages as appropriate.
- Sets up all necessary equipment for leagues and programs.
- Completes and submits paperwork as required.
- Maintains the safety of all patrons and employees in the facility.
- Completes accident/incident reports.
- Resolves conflicts with any room and building setups, reservations, and break downs
- Supervises daily operations of the front desk and related programs, correcting any deficiencies.
- Greets and serves customers in a timely manner with a smile and pleasant attitude.
- Responsible for proper handling of cash sales and assigned terminals.
- Performs end of shift cash handling procedures and/or closing cash handling procedures as required.
- Inspects rooms, equipment, and supplies for hazards. Maintains the appearance of all common and program areas. Responsible for cleaning any spills, smells, or garbage.
- Shovel and salt walks during snow and ice conditions while on duty.
- Secures the facility at the end of all shifts.
- Maintains a professional appearance.
- Maintains positive public relations.
- Maintains a clean facility including personal work station and area of assignment.
- Informs supervisor when supplies are needed and if equipment needs repaired.
- Maintains records, reports, and receipts.

- Ability to work well in a team environment and communicate with other team members effectively and respectfully.
- Performs other duties as assigned.

## **ENTRY REQUIREMENTS AND SKILLS:**

- Must be at least 18 years of age.
- First-Aid/CPR/AED certification preferred.
- Basic computer and cash handling skills required.
- Able to work nights/weekends as assigned.
- Able to take directions from Recreation Supervisor.
- Able to work as a team player with other staff members.
- Previous customer services experience preferred.

## **WORKING CONDITIONS:**

- Works indoors with periodic sitting, standing, walking, and program setup required.
- Potential working hours are evenings 5pm-10pm and weekends 7am-6pm.

### **PHYSICAL REQUIREMENTS:**

- Must be sighted.
- Must be able to hear a normal conversation.
- Must be able to speak at a normal rate of conversation.
- Ability to lift at least 50 pounds.

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With a population of more than 70,000, Ankeny is one of the fastest-growing cities in the Midwest. Incorporated in 1903, the city is located just north of Des Moines, Iowa's capital city. Ankeny was named one of the Top 100 Places to Live by Money magazine, Bloomberg Businessweek's Best Places to Raise Kids, and Family Circle's Top 10 Best Towns for Families. Ankeny also has been designated a Playful City USA community by KaBOOM!. Ankeny offers an enviable quality of life with pedestrian friendly neighborhoods, numerous recreational and cultural amenities, a thriving business community and access to higher learning. The vibrant community and its leaders are active and engaged. More information can be found at [www.ankenyiowa.gov](http://www.ankenyiowa.gov). The City of Ankeny is an Equal Opportunity Employer.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.ankenyiowa.gov>

Position #00445  
PT SENIOR COMMUNITY CENTER ATTENDANT  
AD

410 West 1st St  
Ankeny, IA 50023-1557  
515-965-6400

[adawson@ankenyiowa.gov](mailto:adawson@ankenyiowa.gov)

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