

CITY OF OMAHA GENERAL JOB DUTIES PART-TIME/SEASONAL

No. 9641

TENNIS CENTER ASSISTANT

NATURE OF WORK

This work involves assisting in the overall operation of a tennis center.

ESSENTIAL FUNCTIONS (Any one position may not perform all of the duties listed, nor do the listed examples include all of the duties that may be performed in positions allocated to this class. Also, the duties are not necessarily listed in order of importance or frequency of performance.)

Signs in tennis players to specific courts and times, collects court fees, and reports patrons who reserve court time but do not appear to use the court.

Responds to inquiries from patrons at the center and those telephoning, providing information regarding tennis programs, court times, league arrangements, and tournaments.

Monitors the facility for those delinquent in paying court fees.

Prepares daily financial accounting reports and deposit slips.

Maintains court equipment as needed.

Performs other duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Ability to receive fees, make correct change, and operate a cash register.

Ability to communicate effectively with workmates and the public.

Ability to move about the facility 75 to 100% of the workday.

Ability to understand written and oral instructions.

EQUIPMENT OPERATION (Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)

Cash Register

Telephone

Calculator

Tennis Post and Net Connections