



CITY OF UNIVERSITY HEIGHTS
SERVICE DEPARTMENT

FRONT DESK & CONCESSIONS - SEASONAL – CITY OF UNIVERSITY HEIGHTS

The City of University Heights is accepting applications for **Front Desk & Concessions** positions for its outdoor pool, open during the summer months. Front Desk & Concessions positions greet and admit the public in a friendly manner, process membership sales and collect fees for admissions, programs, and activities, verify patron passes, and assist customers in purchases at the concession stand.

This position requires that the incumbent be at least fifteen (15) years of age and must enter into a minor employment agreement, if applicable. A minimum of one (1) year experience in a position responsible for processing money transactions or interacting with the public, preferred.

The pay rate for this position begins at \$13.50 for initial hires and may increase, commensurate with experience.

Resumes may be submitted at the University Heights City Hall weekdays from 8:00 a.m. until 4:30 p.m. or online at info@universityheights.com. Resumes will be accepted until the positions are filled.

Send resume to: ADMIN OFC – City Hall
2300 Warrensville Center Rd.
University Heights, OH 44118
Or Email: info@universityheights.com

The City of University Heights is an equal-opportunity employer.