



**JOB OPENING  
CITY OF KIRKWOOD, MISSOURI  
PARKS AND RECREATION DEPARTMENT**

**RACQUET CENTER ATTENDANT  
PART TIME (2-3 SHIFTS PER WEEK)**

**RESPONSIBILITIES:** Responsible for staffing the Racquet Center office. Collects money for daily admission for the courts, verifies resident/non-resident passes. Prepares reports and deposits at end of shift and provides information to public. Maintains cleanliness of shop, courts and surrounding areas. Answers phones and provides information to users of the courts. Primarily scheduled for evenings and weekend morning shifts.

**REQUIREMENTS:**

Must be able to follow oral and written instructions.  
Have excellent written and oral communication skills.  
Previous experience on computers.

**Working Conditions:**

Work is primarily done in an outdoor setting.

**SALARY:** \$7.65 – \$8.00\hourly.

**Applications taken until filled.**

**CITY OF KIRKWOOD**

Attn: Human Resources Department - Rec  
139 South Kirkwood Road  
Kirkwood, MO 63122

**THE CITY OF KIRKWOOD IS AN EQUAL OPPORTUNITY EMPLOYER**