

New Orleans City Park Part-time Job Vacancy Notice: Tennis Guest Services Attendant



New Orleans City Park is seeking a part-time, intermittent Tennis Guest Services Attendant to oversee the daily operations and administrative duties of Park tennis clubhouse and courts.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Answers phones, makes reservations, and keeps track of hourly court assignments.
- Provides customers with top-shelf service.
- Operates the cash register and adheres to the Park's cash control policy.
- Maintains daily housekeeping of clubhouse including, but not limited to sweeping, dusting, stocking beverages, office and restroom supplies.
- Responsible for drying courts after rain as needed.
- Must be able to lift 40 pounds, stand for long periods of time, and acclimate to both indoor and outdoor weather.

EDUCATION and/or EXPERIENCE:

- Working knowledge of the tennis rules and guidelines is a plus.
- One to two years related experience and/or training; or equivalent combination of education and experience.

*Apply in person at the City Park Administration Building, located at 1 Palm Dr., Monday through Friday, from 8AM to 4PM, or email your resume to hr@nocp.org.