JOB OPPORTUNITY
FOR CITY OF BELLE FOURCHE

BELLE FOURCHE AREA COMMUNITY CENTER
ASSISTANT CUSTOMER SERVICE SUPERVISOR
Regular Part-Time (35 hours per week maximum) Position

Oversee a pleasant atmosphere for patrons, assist all BFACC employees in conducting standard operations, act as resource person, assist senior staff in daily operations, supervise concession operation and perform the duties of Customer Service Representative when needed. Greet visitors and direct to appropriate area, quote prices and describe services, data entry, maintain required records on memberships, etc., assist in scheduling facilities, secretarial/clerical service for Executive Director.

High school diploma or GED; 1-2 years of related experience and/or training; or equivalent combination of education and experience, demonstrated knowledge in areas of food service. Must possess America Red Cross CPR and First Aid certifications or attain within 2 months of employment.

Applications available at Belle Fourche City Hall, Human Resources, 511 Sixth Avenue, Belle Fourche, SD 57717 or on the City website (www.bellefourche.org). Wage is approximately $11.00 per hour. Applications accepted until position is filled.

Equal Opportunity Employer

E-Verify