



CINCINNATI PARK BOARD
KROHN CONSERVATORY PART TIME JOBS
Visitor Center Receptionist/ Krohn Gift Shop Clerk
2012 Butterfly Show Cashier

JOB TITLE: Park/Recreation Specialist
LOCATION: Krohn Conservatory in Eden Park

PAY: \$8.50 per hour

HOURS: Part-time work 28-40 hours per week, 8am to 5:30pm, required to work Weekends and Holidays. May be scheduled to work evenings during special events.

EXAMPLES OF WORK PERFORMED:

- Customer Service In Person – greet visitors, provide information about Cincinnati Parks and Krohn Conservatory, in particular special events
- Customer Service Answering Visitor Center phones, operate multi-line phone system (transfer, hold calls), give out accurate information, directions, keep record of phone calls
- Related clerical work – typing, computer data entry, making copies, filing
- Cashier duties such as sales, handling cash, balancing register, filling out deposit slips
- Gift Shop clerk duties, taking inventory, filling out order forms, check deliveries
- Other related duties as assigned

QUALIFICATIONS:

- Person must be self motivated, dependable, good with people
- Must be at least 18 years of age, or 17 with High School diploma or GED
- Provide own transportation to and from work
- Must be a State of Ohio resident during employment
- Have a valid Ohio driver's license
- Must be in good physical condition, able to work in heat around plants in greenhouse
- Must be able to do moderate physical work, examples include: standing at cash register, sit at front desk several hours, climb stairs, moderate lifting 30 lb, place/remove inventory from shelves, set up and take down for programs
- Hiring is subject to passing a drug screen.
- Customer service skills required, cashier/inventory/retail shop experience preferred
- Computer skills required

TO APPLY, PLEASE CONTACT:

Cincinnati Park Board
Krohn Conservatory – 1501 Eden Park Drive
Cincinnati, Ohio 45202
(513) 421-5707
Ms. Cheryl Alexander

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