



**CINCINNATI PARK BOARD  
PART TIME JOB OPENING  
Visitor Center Receptionist/ Krohn Gift Shop Clerk**

**JOB TITLE:** Park/Recreation Specialist

**LOCATION:** Krohn Conservatory in Eden Park

**PAY:** \$8.00/hour

No paid leave, Part time workers enrolled in City Pension system, no fringe benefits

**HOURS:** Part-time work 28-40 hours per week, 8am to 5pm/9:30am to 5:30. Weekends and Holidays required. Work evenings during special events.

**EXAMPLES OF WORK PERFORMED:**

- Customer Service - greet visitors, provide information about Krohn Conservatory and Cincinnati Parks
- Answer Visitor Center phones, operate multi-line phone system (transfer, hold calls)
- Related clerical work – typing, computer data entry, making copies, filing, calling vendors
- Cashier duties such as sales, handling cash, balancing register, filling out deposit slips
- Shop clerk duties, taking inventory, filling out order forms, check deliveries, stock shelves
- Support Krohn programs, set up/clean up, move tables/chairs

**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 Hamilton County 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
- Able to do moderate physical work, examples: standing at cash register, sit at front desk several hours, climb stairs, moderate lifting 30 lbs, stock shelves, move tables
- Customer service skills & computer typing/data entry skills required
- Cashier/inventory/retail shop experience preferred
- Hiring is subject to passing a City physical and drug screen

**TO APPLY, PLEASE CONTACT:**

Cincinnati Parks  
Krohn Conservatory - 1501 Eden Park Dr.  
(513) 421-5707 ext. 18  
Ms. Melissa Williams

- Must show a valid Ohio driver's license at time of application
- Must provide copy of criminal records check at time of application ("Conviction Record Transcript" obtained from Hamilton County Clerk of Courts at 1000 Sycamore, Cincinnati)

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