

# NOW HIRING:



## Part-time front desk attendant at the DPCC

The Front Desk Attendant/Receptionist position is responsible for performing day to day office functions on a part time basis. Functions include customer service, cash handling, registration and clerical support for managerial staff. At times this position is performed alone. Generally work pace is moderate and self-controlled. Flexible schedule required including nights + weekends.

Please fill out an application and return with resume to DPCC  
1811 S. Lawrence Ave. Lockport, IL 60441

For more info, contact Danielle at  
**(815) 838-1183 ext. 201**  
or email at  
**[djimenez@lockportpark.org](mailto:djimenez@lockportpark.org)**

