

**PART TIME RECREATION ATTENDANT
JOB DESCRIPTION**

General Statement of Duties: Perform various administrative and supervisory activities at the Kennedy Memorial Building (KMB), Senior Center and/or Community Center. Work is performed under the supervision of the Director of Parks and Recreation, Community Center Manager or their designee.

Essential Duties and Responsibilities:

- Executes policies and procedures professionally and accurately.
- Communicates professionally all information verbally and in writing.
- Report all information in writing to the office that pertains to the maintenance, program scheduling, money, messages, etc. that affect the operation of the Department.
- Register participants for classes and/or rentals.
- Answer telephone and assist visitors with information. Be knowledgeable of programs and activities offered.
- Collect rentals and deposit money from groups using the facility, issue receipts; deposit money in designated areas.
- Responsible for the security and safekeeping of the buildings.
- Responsible for specific set up of rooms for use. Set up and/or take down tables and chairs and sound system for our programs.
- Responsible to perform facility maintenance and cleaning duties as assigned.
- Maintain a clean, safe facility for patrons.
- Shovel and salt sidewalks as needed.
- Direct groups and activities to their proper room locations and assist in making the facility serve the needs of the group using it.
- Monitor all groups and rentals to ensure they abide by the rules.
- Assist the director and office staff as needed
- Keep adequate inventories of supplies in the Building including keeping all restrooms appropriately stocked. Notify office personnel know if supplies are low.
- Review cleanup procedures with renters and inspect buildings for cleanliness and damage before they leave.
- Verify buildings are secure at the end of shift.
- Perform maintenance as scheduled.
- Maintain operation logs.
- Responsible for completing all tasks assigned and perform related work as required.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

MINIMUM REQUIREMENTS:

- High School Graduate or G.E.D.
- Legally employable in the United States
- 18 years of age or older
- Ability to pass written examination, physical with drug screen and fingerprint/ criminal history/driving record check
- Valid State of MI Driver's License

SPECIFICATIONS: KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Ability to understand and follow both written and oral instructions
- Ability to lift and carry a minimum of 40 pounds
- Ability to work indoors and outdoors
- Ability to stoop, bend, etc
- Ability to perform manual labor

PHYSICAL AND ENVIRONMENT CHARACTERISTICS:

Work may be performed in a recreational/ice arena facility and/or office work setting. This position can involve sitting, standing, walking, running, stooping, lifting, carrying, pushing, pulling.

NEAR ACUITY: Clarity of vision at 20 inches or less. This factor is important when special and minute accuracy is demanded and defective near acuity would adversely affect job performance and/or safety or self and others.

FAR ACUITY: Clarity of vision at 20 feet or more. This factor is important when visual efficiency in terms of far acuity is required and when defective far acuity would adversely affect job performance and/or safety or self and others.

DEPTH PERCEPTION: Three dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are. This factor is important when depth perception is required for successful job performance and/or for reasons of safety to oneself and others.

FIELD OF VISION: Observing an area that can be seen up and down or to right or left while eyes are fixed in a given point. This factor is important when job performance requires seeing a large area while keeping the eyes fixed.

Hearing - must be able to hear and understand speech outdoors and in a noisy environment and on phone in accordance with ADA regulations.

Speaking / Hearing - Ability to clearly communicate information and questions related to all aspects of the job in person and over the phone using correct English. Be able to convey detailed spoken instruction to other workers accurately, loudly, or quickly. Be able to understand descriptions and directions. Be able to effectively work with the public and employees in a constructive manner.

1. Minimum reasoning ability usually associated with this classification:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

2. Minimum Math ability usually associated with this classification:

Ability to add, subtract, multiply and divide all units of measure; to perform the four operations with like or common decimal fractions.

3. Minimum Language ability usually associated with this classification:

READ: Ability to read a variety of novels, and magazines; to read safety rules, instructions in the use and maintenance of shop tools and equipment, and methods and procedures.

WRITE: Ability to write reports and essays with proper format, punctuation, spelling, and grammar, using all parts of speech.

SPEAK: Ability to speak before individuals with poise, voice control, and confidence, using correct English and well modulated voice.

Type of Physical Demands usually associated with this classification:

REACHING: Extending hand(s) and arm(s) in any direction.

HANDLING: Seizing, holding, grasping, turning, or otherwise working with hands. Fingers are involved only to the extent that they are an extension of the hand.

FINGERING: Picking, pinching or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.