|  |
| --- |
| **TOWN OF RAYMOND**  **JOB DESCRIPTION**  **TASSEL TOP PARK ATTENDANT** |

**Job Title:** Tassel Top Park Attendant **Classification:** Non-Exempt

**Department:** **Parks & Recreation**  **Other:**

**Reports To:** Tassel Top Operations Manager **Supervisory:** No **Position Type:** Seasonal 20-40 hours per week (Mid-May to end of August)

**GENERAL SUMMARY:** This position is responsible for maintaining a clean and safe environment at Tassel Top Park’s 38 acres.  As a Park Attendant, you will be responsible for assisting the Tassel Top Park Operations Manager in the operation of beachfront, concessions, gate admission, and general grounds or maintenance upkeep

**ESSENTIAL JOB FUNCTIONS:**

* Daily admissions, membership check-ins, and snack shack cashiering.
* Maintains a safe environment for all patrons and staff.
* Helps coordinate closing procedures due to poor weather conditions
* Helps with the enforcement of park rules.
* Conducts general cleaning of the park.
* Maintains a clean concession area.
* Provides light inventory control.
* Must get along with others and work in a professional manner
* Maintains regular, predictable, and reliable attendance
* Maintains excellent communication and fosters a collaborative working environment with all departments as well as with the public
* Places an emphasis on safety, efficiency, quality, and productivity
* Follows all Town and Department policies
* Performs related work as required

**KNOWLEDGE/SKILLS**

* Considerable knowledge of first aid methods and safety precautions used in recreation programming.
* Strong communication and interpersonal skills

**ABILITY TO:**

* Operate a cash register and take food orders.
* Promote a positive image of the Town and Department through behavior, language, and appearance.
* Display good leadership skills.
* Display a strong work ethic.
* Establish and maintain effective working relationships with co-workers, staff personnel, and the general public.
* Interact with patrons in a friendly and courteous manner.
* Use independent judgment, problem solve and collaborate in order to accomplish tasks.
* Provide a high level of customer service to both internal and external customers.
* Pass a pre-employment background check.
* Attend any required or recommended courses or training.

**MINIMUM REQUIREMENTS**

**Experience and Education/Training:**

* Enrolled in a high school diploma program, or equivalent .
* Experience and/or the desire to learn recreation leadership and professional skills.

**WORK ENVIRONMENT/PHYSICAL DEMANDS:**

**Work Environment**: Most work is performed primarily outside with some administrative work done in an office setting; work is subject to frequent interruptions. Noise and physical surroundings are often distracting, but conditions are generally not unpleasant. Frequent outside in hot weather.

**Physical Requirements:** Work requires frequent physical demands, including lifting up to 25 lbs., loading, pushing and pulling, walking, standing, stooping and moving about, throughout the scheduled worktime. Occasional sedentary work to perform certain tasks.

Duties require motor skills such as hand and eye coordination, finger dexterity and motor coordination. The employee is required to routinely read documents for general understanding, as well as to observe patrons and staff.

***The above statements are intended to describe the general nature, requirements, and level of work being performed by people assigned to do this job. The above is not intended to be an inclusive or exhaustive list of all responsibilities and duties required.***

**External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.**

**Employee Signature: Date:**