

CITY OF WORTHINGTON

POSITION GUIDELINES

**JOB TITLE: RECREATION-FACILITY ATTENDANT CLASSIFICATION: NON-EXEMPT
DIVISION: PUBLIC WORKS**

SUMMARY

The Recreation-Facility Attendant monitors users' use of the facilities for adherence to the Rules & Regulations regarding facility use. In addition, will assist in the functions/duties relating to operation and maintenance of facilities. Generally, operates under the supervision of the Field House Operations Manager or Assistant Manager.

ACCOUNTABILITIES

Reports to: Field House Operations Manager

 Also receives work direction from Assistant Operations Manager

Supervises: Has no supervisory responsibilities

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Operates Front Desk register which includes ringing up sales and making correct change. Takes reservations and payments for facility spaces.
2. Responsible for cleanliness of the facility's interior/exterior, its furniture and equipment, including emptying waste containers, vacuuming, mopping, dusting, etc.
3. Sets up and tears down tables, chairs, and equipment for meetings, reservations, events and activities following verbal or written instructions.
4. Check for missing/damaged equipment; if found, reported the condition to the Operations Manager.
5. Check for cleanliness throughout the day; report any major concerns.
6. Check for any rips/tears in the nets; report any problems to the Operations Manager.
7. Inform users of the facility's Rules and Regulations as needed.
8. Other duties as assigned.

EQUIPMENT

Computers and related operational software, vacuum cleaner, floor scrubber, office equipment, variety of sport and recreational equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, or controls and reach with hands and arms. The employee frequently is required to stand for long periods of time; and at times is required to walk, sit, stoop, kneel, crouch, lift, talk and hear.

The employee may be required to lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

ENVIRONMENTAL DEMANDS

Work is performed in a climate-controlled office without exposure to adverse environmental conditions such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

JOB REQUIREMENTS

1. Minimum Qualifications

Self-motivated, proactive, detail orientated team player with professional customer service communication skills (phone, interpersonal, written, verbal, etc.) and be able to interpret and complete verbal and/or written instructions at a proficient level

2. Desirable Education and Experience

Be able to follow detailed instructions usually acquired by completing high school or its equivalent

Previous experience in a service industry preferred

3. Certification Required – Not a job requirement

Must have and maintain a valid Driver's License