

Department: In all Civil Divisions
Classification: Labor
Grade: _____

SPEC DISK H1
DOCUMENT 08
FLSA Non-Exempt

RECREATION ATTENDANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the orderly assignment of facilities, the collection of tickets and fees, the issuing and collection of equipment, the orderly conduct of participants, and the maintenance of the facilities. Work is performed with little direct supervision, but with specific instructions provided as to duties to be completed, the order of completion and method of completion. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Issues and collects recreation supplies and equipment;
Enforces regulations and maintains order at recreation playgrounds and facilities;
Keeps records and makes reports as required;
Collects tickets and admission charges, accounts for same and turns over to the proper authority;
Maintains, repairs and paints equipment;
Maintains and helps prepare fields, courts and related recreation facilities by putting up nets, marking courts, cleaning up, cutting grass and picking up trash;
Cleans and disinfects locker rooms, toilets and related facilities;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to read and write; ability to keep simple records; ability to give and enforce simple instructions; ability to follow directions; ability to perform light manual labor; ability to get along well with others; physical condition commensurate to the demands of the position.

MINIMUM QUALIFICATIONS:

None are required.