

RECREATION ATTENDANT

DISTINGUISHING FEATURES OF THE CLASS: This is routine work in connection with the use of a public recreation facility, including beaches, or the conduct of a public recreation activity. Responsibilities may include assignment of facilities, collection of tickets and fees, distribution and collection of equipment and supplies, operation of ticket booths, concession stands, or equipment rentals, enforcing the rules and regulations of the facility, ensuring orderly conduct of participants, routine maintenance of facilities. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Maintains order and enforces rules and regulations;
Controls entrance to pool facility, lake waterfront, or other recreational facility;
Checks permits and/or tags;
Operates ticket booth, concession stand, and/or equipment rental facilities;
Collects money, tickets and/or fees from participants and facility users;
Maintains accurate records of sales and receipts, and provides same to the proper authority;
Maintains inventory records of supplies and equipment;
Keeps logs, prepares summaries and reports relative to maintenance, equipment and facilities as needed, and submits same to proper authority;
Assigns courts and other facilities, and issues and collects equipment and supplies;
Supplies, tidies and otherwise maintains order in facilities, locker rooms, etc.;
May maintain and prepare courts, fields, and/or other facilities;
May perform routine custodial and maintenance tasks (i.e. clean and disinfect locker rooms, clean up courts and fields, cut grass, pick up rubbish, paint and repair equipment);
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Ability to deal calmly and effectively with the public and to secure cooperation and order; ability to give and enforce simple instructions; ability to communicate effectively both orally and in writing; ability to keep accurate records; ability to perform light manual labor; ability to establish and maintain effective working relationships; good observation; mental alertness.

MINIMUM QUALIFICATIONS:

There is no required minimum experience, education or training. However, some experience in dealing with the public and with recreational group activities is desirable.