

# Town of Wolfeboro, NH

**POSITION: Park Attendant**

**DEPARTMENT: Parks & Recreation**

## **GENERAL SUMMARY**

This position will be responsible for assisting with the general cleaning and grounds maintenance duties to maintain external surroundings of the Foss Field Complex.

Duties will also include, but not limited to the following; monitoring activities in a variety of areas at The Foss Field Complex, greeting patrons, providing information to the general public, monitoring courts, bathrooms, scheduling court rentals and usage, cleaning facilities as needed throughout the day.

This position will be located at The Foss Field Complex. The position will require a flexible work schedule including week days and nights as well as weekend days and nights.

## **Support:**

Support the Parks & Recreation Department in all aspects of daily running of the Foss Field Complex and to ensure a clean and safe environment for our patrons.

## **Other Functions:**

- Reports directly to Director of Parks and Recreation.
- Follow a weekly schedule for adequate staffing of the park attendant position.
- Greet patrons warmly.
- Work through daily checklist for opening and closing procedures.
- Notify Parks and Recreation Director of any incidents / accidents at the facility.
- Complete incident / accident forms and turn in to Parks and Recreation Director.
- Notify Parks and Recreation Director of any supplies needed.
- Oversight of notifying emergency services when necessary.
- Make First Aid kit available to those who need it.
- Explain and enforce the rules of the facility.
- Unlock bathhouses and locking it at the end of the day. Check bathrooms: Verify that floors are clean, toilet paper, paper towels and soap are stocked.)
- Check grounds for any clean-up or anything unsafe.
- Perform other related duties as required.

## **OTHER DUTIES AND RESPONSIBILITIES**

Performs other related duties as requested.

## **DESIRED MINIMUM QUALIFICATIONS**

- First Aid and CPR certification / or willing to obtain.
- Have experience working with the public.
- Must have good communication skills.
- Preferred 18 years of age or older.
- Criminal Background Check approval is required.

## **SUPERVISION EXERCISED**

None.

## **LICENSING AND CERTIFICATION**

Valid NH Driver's License is preferred, but not required. Certification in CPR, AED and Basic First Aid or the ability to obtain is required.

## **TOOLS AND EQUIPMENT USED**

Two way radios, mop, other maintenance 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 stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk, see or hear. The employee must occasionally stoop, bend, crouch or crawl; climb and balance, lift and/or move in excess of 50 pounds.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This is an outdoor position, which is subject to extreme heat during the summer months, as well as other varieties of New England weather. Work is primarily performed at Foss Field located within the Town of Wolfeboro. Weekends, evenings and holiday hours will be required to perform the duties of this position.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, 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.
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Approved By: \_\_\_\_\_

Date: \_\_\_\_\_