

SEASONAL RECREATION ATTENDANT

GENERAL STATEMENT OF DUTIES

Performs basic maintenance and administrative and programming duties in the operation and maintenance of various facilities in the Department of Recreation and Parks; performs related duties as required. If interested in the position, please email a resume plus cover letter summarizing qualifications to Robert Weitzner, Commissioner of Finance/HR, at email: careers@northhempsteadny.gov .

TYPICAL DUTIES

1. Maintains and cleans restrooms, lockers, shower areas and dressing rooms, pool areas, and recreation and parks buildings.
2. Patrols recreation and parks buildings, grounds, beaches, parks, recreation facilities, parking fields, picnic areas, public property and structures, or other assigned areas.
3. Sells, rents, issues, collects, checks, or verifies admission tickets, parking fees, passes, identification cards, locker keys, tags, skates, storage baskets, moorings, rental, or recreation equipment and supplies, as required.
4. Maintains order, and explains and enforces applicable rules and regulations.
5. Collects monies, and counts, records, and safeguards receipts.
6. Directs vehicular traffic and parking in an assigned area, as required.
7. Provides information to the public, delivers messages, and performs routine clerical duties directly related to assignment in the Department of Recreation and Parks and consistent with attendant functions.
 8. Reports needed repairs of equipment and facilities, as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Ability to understand and carry out instructions.
2. Ability to establish and maintain effective working relationships with associates and the public.
3. Ability to maintain simple records.
4. Good physical condition and health.

MINIMUM QUALIFICATIONS

Training and Experience- Completion of eighth grade education.