



## Town of North Hempstead

### Part-Time Attendant

Town of North Hempstead Parks & Recreation is looking to hire part-time **Attendants** for Michael J. Tully Park. This position performs routine operation duties at Tully's front desk. **If interested in the position, please email a resume and cover letter to: [tonhparks@northhempsteadny.gov](mailto:tonhparks@northhempsteadny.gov).**

#### **GENERAL STATEMENT OF DUTIES**

Performs manual tasks and simple routine duties in the operation and maintenance of various facilities in the Department of Recreation and Parks; performs related duties as required.

#### **COMPLEXITY OF DUTIES**

Under direct supervision, the work is routine and repetitive, requires limited use of judgment, and is checked for quality and completeness.

#### **TYPICAL DUTIES**

1. Sweeps, mops, cleans, and maintains, rest, locker, shower, bath and dressing rooms, pool areas, and recreation and parks buildings. \*
2. Cleans, maintains and 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. Gives 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.

\*TYPICAL ADA ESSENTIAL FUNCTIONS

#### **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.

##### **Salary**

**\$15.00 an hour**

*Updated: 10/20/2022*