

George A. Lauritson
Mayor



City of St. Robert, Missouri
194 Eastlawn Ave., Suite A
St. Robert, Missouri 65584
www.saintrobert.com

(573-451-3302 (Ph)
(636)216-3368 (fax)

Job Description
Parks and Recreation Aid (Seasonal)
\$7.85-\$8.10

Position Open Date: January 9, 2018

Position Close Date: Open Until Filled

Classification: Seasonal

FLSA Status: Non-Exempt

Please submit a resume and City of Saint Robert application which can be printed from www.saintrobert.com. Resumes and application may be completed on-line at www.saintrobert.com, mailed, dropped off at the St. Robert City Hall located at 194 Eastlawn Ave., Ste. A, St. Robert, Mo 65584, emailed to hr@saintrobert.com or faxed to (636) 216-3368. If you have any further questions, please contact Human Resources at (573) 451-3302 between the hours of 8:00 am to 5:00 pm Monday through Friday or via e-mail correspondence at hr@saintrobert.com. The City of St. Robert is an equal opportunity employer.

GENERAL PURPOSE OF POSITION:

Under general supervision, the Parks and Recreation Aid will monitor patrons entering and exiting the pool facility. Prepare and sell items in the concession stand: assist with clerical, janitorial and basic maintenance duties as needed within the park system. Employees will enforce all rules and regulations pertaining to the safety and well-being of patrons and visitors at the City Tiger Typhoon Aquatic Facility.

MAJOR DUTIES AND RESPONSIBILITIES:

- Collect admissions fees from patrons entering the facility
- Assist patrons with the purchase of concessions
- Prepare food & beverage items for sale
- Assist with season pass purchases
- Maintains constant vigil over patrons within the aquatic facility
- Completes records and reports as required
- Assumes assigned duties connected with care and maintenance of park facilities
- Answers phone calls and provides information as requested
- Enforce all rules and regulations
- Provides assistance in all emergency situations
- Renders first aid when needed

Performs other duties as assigned

JOB CONTEXT:

The concession attendant is a seasonal position located at the Saint Robert Tiger Typhoon Aquatics Center. The immediate supervisor for this position is the Park Superintendent. The person in this position is supervised daily, works seasonally and rarely works any overtime. Work is performed 100% of the time outdoors. There is exposure to chemicals and/or hazardous materials in the form of exhaust, aerosol cans and trash, Physical demands consist of but not limited to standing for long periods of time, climbing, bending, lifting, and walking around obstacles

LICENSES AND CERTIFICATIONS:

- Must possess current Red Cross standard first aid and CPR certifications for infant, child and adult.
- Equivalent or higher certificates are accepted
- Must be at least 16 years of age

EDUCATION AND EXPERIENCE:

Must possess friendly attitude and excellent customer service

KNOWLEDGE, SKILLS, AND ABILITIES:

- Be able to use a cash register
- Must be able familiar with cash handling and able to count back change correctly
- Perform basic math operations
- Ability to work as a team and independently
- Possess janitorial knowledge and abilities
- Perform basic maintenance operations
- Ability to understand written and oral instructions
- Ability to understand and absorb new work methods
- Ability to perform time management in order to accomplish assigned duties
- Handle multiple task simultaneously with frequent interruptions
- Deal with others in a professional manner
- Follow Departmental and City policies and procedures

Certain duties of this position are classified as “safety-sensitive”. Therefore, the person in this position will be subject to mandatory testing for drugs and/or alcohol on a random, reasonable suspicion, post-accident, return-to-duty, and follow-up basis in accordance with the City’s Alcohol & Controlled Substance Use, Abuse and Testing Policy.

This job description is not intended to be all-inclusive, and employee will also perform other reasonable related business duties as assigned by immediate supervisor and Department Head as required. This job description is an “at-will” position and does not constitute a written or implied contract of employment.