

RECREATION ATTENDANT

**GENERAL STATEMENT OF DUTIES:** Performs routine work in connection with the conduct of some activity or the care of some physical facility while in use; does related laboring work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine work performed under specific instructions, but with little direct supervision, concerned with the use of some physical facility or the conduct of some activity. This position involves responsibility for the orderly assignment of facilities, the collection of tickets and fees, the issuing and collection of equipment, the orderly conduct of participants and the maintenance of facilities.

**EXAMPLES OF WORK:** (Illustrative only)

- Fills out membership cards;
- Permits only members to use a facility;
- Maintains and prepares courts, fields, facilities, etc., by rolling, watering, brushing tapes, putting up nets, bases, marking courts, cleaning up, cuts grass, picks up rubbish, etc.;
- Maintains order;
- Enforces regulations;
- Cleans and disinfects locker rooms;
- Supervises use of tennis courts;
- Keeps records and makes reports;
- Assigns courts and other facilities;
- Issues equipment and baskets;
- Locks and unlocks doors, gates;
- Collects tickets and admission charges;
- Turns moneys to proper authorities;
- Distributes refreshments;
- Assists in decoration of area or facility;
- Maintains, repairs and paints equipment.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:** Ability to read and write; ability to keep simple records; ability to give and enforce simple instructions; ability to perform light manual labor; the ability to get along well with others.

**ACCEPTABLE TRAINING AND EXPERIENCE:** None is required.

Labor Class