

SHAWNEE COUNTY, KANSAS
Position Description
Intermittent Guest Assistant - Old Prairie Town

POSITION CONTROL NUMBER: PRX640

FLSA STATUS: N

POSITION DESCRIPTION

Under general supervision, this Intermittent position is employed at the Old Prairie Town at Ward-Meade. Maintains and operates the historic Mulvane General Store and the Potwin Drug Store. Responsibilities includes selling tours, gift shop items, merchandise, and prepares ice cream treats for guests. Performs general cleaning of facilities, grounds maintenance and upkeep. Assists with wedding and special events. Performs various administrative tasks in support of recreation programs. Maintains records and reports as required. This position is supervised by the Recreation Program Supervisor. Performs other duties as assigned.

This position is an Intermittent seasonal, non-benefits eligible position and may not exceed 988 hours of work annually. Intermittent positions may be ended prior to that without cause.

WORK PERFORMED

55% Daily Operations. Completes basic operations, services and activities of a museum and event space including general educational and recreational activities and programs. Assists guests in learning the history, uses, and current status of the site as well as assist in various program and event preparation. Follows all appropriate safety precautions and procedures within the area of assignment.

35% Customer Service. Possesses a sense of integrity and commitment to internal and external customer satisfaction demonstrating passion for excellence. Shows ability to communicate clearly and professionally, both verbally and in writing. Demonstrates strong decision making and analytical abilities. Practices strong communication/listening skills. Answers phones, takes registration and handles cash.

10% Other Duties as Assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Functions of the various Shawnee County Parks + Recreation divisions.
- Federal, State and County laws, resolutions, rules and regulations.

Ability to:

- Establish and maintain effective working relationships with other employees and the public.
- Make simple arithmetical calculations.
- Think critically and analyze data.
- Use computer software programs.
- Communicate effectively, both orally and in writing, using the English language.
- Interpret and apply Federal, State and County laws, resolutions, rules and regulations.
- Follow oral and written instruction.
- Operate various office equipment.

Skill in:

- Use of Microsoft Office Suite programs
- Use of Internet browser software, i.e. Google Chrome

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PHYSICAL REQUIREMENTS

N-Never O-Occasional (1%-33%) F-Frequent (34%-66%) C-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting			X		Driving	X			
Pushing/Pulling			X		Bending			X		High Elevation	X			
Climbing	X				Reaching			X		Unprotected Heights	X			
Throwing			X		Lifting-50 lbs.	X				Around Moving Machinery	X			
ARMS					Carrying			X		Driving Automotive Equipment	X			
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes	X			
Lifting-50 lbs.	X				Twisting	X				Cramped Body Position	X			
Pushing/Pulling	X				Squatting	X				Sustained Positions	X			
Carrying			X		Turning			X		Noise Levels (Excessive)	X			
Throwing			X		LEGS/FEET					Electrical Hazards	X			
EYES					Walking			X		Slippery Surfaces	X			
Near Vision				X	Standing			X		Work Above Ground	X			
Far Vision				X	Sitting			X		Work Below Ground	X			
Color Vision				X	Carrying	X				Irregular Surfaces	X			
VOICE					Climbing	X				Moving Objects	X			
Talking				X	Jumping	X				In High Volume Traffic	X			
EARS					Turning			X		Exposure to Marked Changes in				
Hearing				X	Lifting-50 lbs.	X				Temperature and Humidity		X		

EQUIPMENT USED

Personal Computer
Printer
Telephone

Office Furniture
Fax Machine
Photocopier

Cleaning Equipment
Misc. Office Equipment

MINIMUM QUALIFICATIONS

- Sixteen (16) years of age.

SPECIAL REQUIREMENTS

- Required to lift fifty (50) pounds.
- Must be available to work a wide range of schedules, including evenings, weekends and holidays.
- Required to pass background check and pre-employment drug screening.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

Employee's Signature / Printed Name

Date

Administering Supervisor's Signature / Printed Name

Date