

SHAWNEE COUNTY, KANSAS
Position Description
Intermittent Recreation Aide– Events Crew

POSITION CONTROL NUMBER: various

FLSA STATUS: N

POSITION DESCRIPTION

Under general supervision, this Intermittent position is employed at the Great Overland Station, Old Prairie Town at Ward-Meade Botanical Gardens and Gage Park Amenities. Provides exemplary customer service to the guests of Shawnee County Parks and Recreation (SCPR). Maintains cleanliness and a welcoming environment in the facility. Provides on-site supervision for program implementation and assists in leading a variety of recreational and educational program events. Assists in the setup and teardown of birthday parties, weddings, conferences, and special events. Provides a variety of general and routine administrative tasks in support of recreation programs. Maintains records and reports as required. 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

60% Customer Service. Coordinate event hosting with Supervisory staff and Community Center Assistant. Act as a host for Birthday Parties, Weddings and after-hours events. This can involve helping a party stay to a preprogrammed agenda and leading programming for Birthday Parties. 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.

35% Daily Operations. Completes basic operations. Follows schedule of cleaning duties that may include the following: Unlocking and locking of venues and restrooms; Floors removed of trash, swept, vacuumed, and wet mopped; Cleans and sanitizes interior counters, tables, chairs, cabinets, sinks, vent hoods, appliances; Restrooms cleaned, sanitized, and stocked, including toilets/urinals cleaned and scrubbed; Dusts and cleans ceiling fans, vent covers, window sills/frames, light covers, furnishings, and wall hangings; Cleans marks and blemishes on walls, floors and doors, windows, mirrors, and handles; Empties and cleans trash cans, replace bags, and dispose of trash in outside dumpsters; Cleans interior walls and baseboards. Removes staples, tape, glue and other decorations; Uses blower to remove leaves, grass clippings, and snow when applicable; Keeps supply and storage areas clean and organized.

5% Other Duties as Assigned.

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KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

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

Ability to:

- Establish and maintain effective working relationships with other employees and the public.
- Understand and carry out written and verbal instructions.
- Work both independently and under close supervision.
- Read manuals, safety guides and instructions.
- Establish and maintain effective working relationships with other employees and the public.
- Make simple arithmetical calculations.
- Communicate effectively, both orally and in writing, using the English language.
- Communicate and interact with facility/park patrons.
- Interpret and apply Federal, State and County laws, resolutions, rules and regulations.
- Follow oral and written instruction.

Skill in:

- The use of basic math to calculate mixes and measurements.
- The use of basic tools for janitorial work.
- Use of Microsoft Office Suite programs
- Use of Internet browser software, i.e. Google Chrome
- Cleaning products and practices.
- Cleaning equipment such as mop, broom, dust brooms, vacuum cleaner.

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			

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EARS				Turning		X		Exposure to Marked Changes in Temperature and Humidity			
Hearing			X	Lifting-50 lbs.		X					X

EQUIPMENT USED

Office Equipment	Cleaning Equipment	Leaf Blower
Tablet Computer	Vacuum Cleaner	Power Washer
Hand Tools	Snow Removal Equipment	County Vehicle
Mops/Brooms	Spreader	

MINIMUM QUALIFICATIONS

- Sixteen (16) years of age. Must be minimum of eighteen (18) years of age to drive County vehicle.
- For eighteen (18) years of age or older - Valid Driver’s License and able to operate a County-owned vehicle (HR-2013-2).
- Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) that are less than five (5) years old; No more than two (2) at fault or chargeable accidents that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

SPECIAL REQUIREMENTS

- Required to lift fifty (50) pounds.
- Must be available to work a wide range of schedules, including evenings and weekends.
- Required to pass a pre-employment physical and drug screen and review of driving record.

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.

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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

Appointing Authority’s Signature / Printed Name

Date

Created: 05/24
Revision History: 08/24