



Seneca County
Personnel Department

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TO: ALL APPLICANTS APPLYING FOR RECREATION ATTENDANT
LOCATION: TOWN OF SENECA FALLS (RECREATION CENTER & VINCE'S PARK)
FROM: SENECA COUNTY PERSONNEL DEPARTMENT
SUBJECT: APPLICANT INFORMATION AND JOB DESCRIPTION

Please be advised that we are accepting applications for this title on a continuous basis. On the application's "General Information" tab you will be asked "Please indicate the municipality (Town, Village, School or Seneca County) that you wish your application to be sent, if applicable".

PLEASE NOTE: Applying for this title does not necessarily mean that there is a current opening at this time; however, your application will be forwarded to the jurisdiction(s) that you have indicated for future vacancies. The position for which you are applying is in a school district. Please contact the school district for availability and salary information.

RESIDENCY: Candidates must have been legal residents of Seneca County or one of the six contiguous counties for one month preceding the date of the written test. Preference in appointment may be given to successful candidates who have been legal residents of the municipality in which appointment is to be made for at least one month prior to the date of certification and are residents of such municipality at the time of appointment.

MINIMUM QUALIFICATIONS:

None are required

DISTINGUISHING FEATURES OF THE CLASS:

This position involves performance of routine nonprofessional tasks in support of public use of recreation or sports facilities. The work is performed under the direct supervision of a supervisor with limited leeway allowed for the exercise of independent judgment in carrying out details of the work. Supervision over the work of others is generally not a responsibility of employees in this class. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only):

Maintains and helps prepare athletic fields, courts and related recreation facilities by putting up nets, marking boundary lines, cutting grass and picking up rubbish;

Drains, cleans and fills swimming pools;

Collects admission and issues tickets to persons entering the recreation center or other facilities;

Assists in activities at a recreation center or other similar facility by aiding professional staff in conduct of events;

Directs persons entering the recreation facility to proper seating;

Cleans and disinfects locker rooms, toilets and related facilities;

Issues baskets and stores the clothes of bathers;

Assists in the flooding and maintenance of ice skating rinks;

Locks and unlocks doors and gates to recreation areas and facilities;

Enforces regulations and maintains authority in locker rooms, at swimming pools, swimming areas, skating rinks and in the recreation facility;

Carry out all duties assigned by Concession Supervisor;

Food preparation and operation of concession stand which may include: prepare food on grill or in oven, make popcorn, change soda canisters when empty, restock candy, chips, pop, water, make coffee;

Help concession supervisor in cleaning and maintaining the concession stand

Wait on customers at the concession stand.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Working participant's knowledge and familiarity with several types of sports and games; ability to read and write; ability to give and enforce simple directions; ability to collect admission fees and make change; ability to get along well with others; physical condition commensurate with the demands of the position.