

CITY OF CHELAN JOB DESCRIPTION

TITLE **OFFICE WORKER- PUTTING COURSE/BUMPER BOATS**

DEPARTMENT: Recreation – Park Division

REPORTS TO: Facilities Supervisor

DATE ADOPTED/REVISED: April 10, 2003 **SALARY GRADE PT:**
7,12,17,22

POSITION PURPOSE

This seasonal position is responsible for collecting fees and instructing users regarding rules and regulations.

ESSENTIAL JOB FUNCTIONS

- _ Collect putting course and bumper boat fees from public
- _ Greet the public using positive public relations
- _ Display, sell and inventory merchandise using a computerized POS system
- _ Explain and enforce putting course and bumper boat rules and marshal the putting course.
- _ Direct public to boats and assist them getting into and out of boats safely.
- _ Rescue customer if they fall into pool.
- _ Count out and balance till at the end of your shift.
- _ Perform opening and closure procedures at the end of the day.

ADDITIONAL JOB DUTIES AND RESPONSIBILITIES

- _ Clean and maintain office and grounds around office
- _ Answer phone in polite and professional manner
- _ Water flowers, weed, skim pool, pick-up litter on premises.
- _ Wipe down boats after each use.
- _ Walk completely around pool before opening and before closing to determine if there are any problems that need to be addressed and report safety related problems to supervisor immediately.
- _ Perform other duties as assigned

WORKING CONDITIONS

Work is performed in an office setting as well as outside on the putting course and bumper boat facility. Job is subject to shift work Monday through Sunday and all holidays.

PHYSICAL REQUIREMENTS

This position requires the ability to understand and speak English. Must be able to operate a computer. Must be able to lift 35 lbs. Must be able to hear instructions given. Must be able to see to marshal the course. Must be able to swim.

Office Worker - Putting Course

KNOWLEDGE, ABILITIES, SKILLS FOR SUCCESS

- _ Ability to operate office equipment such as a computer, copier, and adding machine
- _ Ability to accurately count out change
- _ Ability to operate phone clearly
- _ Ability to work as a member of a team
- _ Knowledge of putting course rules and regulations
- _ Knowledge of Chelan area to inform public of history, events, activities and services
- _ Knowledge of opening and closing procedures for putting course and bumper boats

QUALIFICATIONS REQUIRED

Valid Washington State Drivers License with driving record free from serious or frequent violations.

The statements contained herein reflect general details, as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.