



## LAKE HOUSE ATTENDANT

<b>Position:</b>	Lake House Attendant
<b>Department:</b>	Lake House
<b>Reports to:</b>	Lake House Supervisors
<b>Location:</b>	Lake House
<b>Status:</b>	Seasonal
<b>Hourly Wage:</b>	\$13.65-\$17.61 hourly (hiring range: \$13.65-\$15.63)

### Nature of Work

Under the direction of the Lake House Supervisors, the Lake House Attendant position is responsible for monitoring activity at the lake to prevent accidents, providing assistance as needed, as well as collecting fees for various activities and providing customer service to all patrons at the Lake House.

### Essential Functions

- Cautions boaters regarding unsafe areas
- Assists boaters with accidents and administers first aid, as needed
- Must possess a highly defined focus towards both internal and external guest service
- Maintains order in lake boating area
- Computes and collects fees for boat rental
- Operates cash register
- Adhere to safety requirements
- Instructs patrons on rules and regulations while boating at the lake
- Responsible for the operation and use of the rescue boat and motor as a boating attendant
- Rescue and give first aid, if needed, to patrons
- Ability to handle problem areas and conduct oneself in a mature, professional manner, with an emphasis on customer service
- Ability to work under minimal supervision
- Assists in cleaning and maintaining the cleanliness of the facility and the surrounding area
- Cleans and keeps boats wiped down
- Dumps water out of boats as needed
- Collect fees for all the various activities
- Proper data collection and entry into the computer
- Situational awareness - responsible for knowing what is in the building and going on around you at all times
- Know current seasons brochure information
- Reads and records total shown on cash register tape and verifies against cash on hand at the end of the shift
- Provides prices and describes features of activities for which money is received
- Additional duties as assigned

### Management & Supervisory Duties

- Supervise the activity and the safety of the visitors using paddleboats and canoes

### Illustrative Examples of Duties

- Inspects lake for unsafe conditions and reports any concerns to the supervisor/coordinator on duty
- Adhere to safety requirements
- Monitors lake activity



- Greets patrons and responds to customer questions and/or directs them to the person who can answer the question

### **Skills**

- Customer Service skills
- Basic mathematical skills
- Excellent verbal skills to communicate well with fellow employees and customers
- A completed/passed safety and swimming evaluation given by a swim instructor

### **Knowledge**

- Knowledge of District staff, classes and activities
- Knowledge of website

### **Abilities**

- Ability to handle problems areas and conduct oneself in a mature, professional manner, with an emphasis on customer service
- Ability to operate a cash register
- Ability to work under minimal

### **Required Training, Experience & Qualifications**

- Current CPR and First-Aid certification within two (2) weeks of hire.

\*Please note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with this job.

### **The Evergreen Park & Recreation District is an equal opportunity employer.**

EPRD does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.



# IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENT

## I. COGNATIVE REQUIREMENTS

### A. Cognitive Behavior:

Relating to thought and concerned with the acquisition of knowledge. Please note the requirements listed below are exhaustive of any and all positions available with this organization.

- The ability to understand and follow oral instruction.
- The ability to understand and follow written instruction.
- The ability to guide and/or provide instruction.
- The ability to make decisions based on the parameters of established policies and procedures.
- The ability to understand the general meaning of the modern English language and to present ideas in a clear and concise manner.
- The ability to perform arithmetic operations quickly and accurately aided by a calculator, adding machine, or measuring device.
- The ability to comprehend forms in space and understand the relationships of plane and solid objects (i.e. the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms)

## II. PHYSICAL REQUIREMENTS

### A. Manual Dexterity:

This position will encounter the following:

Type of Equipment	Use
Telephone Communications	X
Calculator/Adding Machine	X
Fax Machine	X
Manipulation of computer keyboard and mouse	X
Other as Applicable	X

### B. Climbing

- The ability to climb to ladders, step stools, step ladders, and extension ladders, all at varying heights.
- The ability to climb stairways including the use of steps/stairs (up to 3 flights).

### C. Strength

- The type of manipulation, as listed below can be performed in either one, or a combination of the following positions:
  - Ground to waist
  - Waist level
  - Waist to shoulder
  - Above shoulder



	<b>*Ability to manipulate materials and or equipment (lbs.)</b>				<b>Frequency of Manipulation</b>		
	<i>0-5</i>	<i>5-15</i>	<i>15-25</i>	<i>25 +</i>	<i>Occasion</i>	<i>Frequently</i>	<i>Continuously</i>
<b>Lift</b>				X		X	
<b>Push/Pull</b>				X		X	
<b>Hold/Carry</b>				X		X	

**D. Walking, Standing, Running**

	<b>Duration (hours)</b>				<b>Frequency</b>		
	<i>0-2</i>	<i>2-4</i>	<i>4-6</i>	<i>6+</i>	<i>Occasion</i>	<i>Frequently</i>	<i>Continuously</i>
<b>Sit</b>				X		X	
<b>Stand</b>				X		X	
<b>Walk/Run</b>				X		X	

\*Please note one may be walking and/or running of terrain or various textures (i.e. flat, rough, mountainous, etc.)

**E. Stooping, Kneeling, Crouching, and/or Crawling**

- The ability to stoop, kneel, crouch or crawl.

**F. Working Conditions**

- This position serves as backup to the Parks Crew when necessary, and may work outside in the elements. Ability to work in severe weather.

<b>Temperature Range (Degrees Fahrenheit)</b>	<b>Indoor</b>	<b>Outdoor</b>
Below Zero		X
0-20	X	X
20-40	X	X
40-60	X	X
60-80	X	X
80-100	X	X
100 +	X	X