

CITY OF
CHARLESTOWN

EST. 1808

Dr. Treva Hodges, Ph. D.

MAYOR

POSITION: Seasonal Parks Workers/Manager
DEPARTMENT: Parks and Recreation
WORK SCHEDULE: As assigned, general hours will be daily between 9 a.m. to 6 p.m.

DATE WRITTEN: April 2021
STATUS: Part Time/Hourly
PAY RATE: Dependent upon skill level, experience
FLSA STATUS: Non-Exempt

Brief Overview of the Duties

Family Activities Park

Updated: April 2021

Admissions Worker:

- Count Cash Register before opening and after closing each night.
- Admit people into the Family Activities Park.
- Take payment from customers coming into the Family Activities Park.
- Check for accuracy in all payment.
- Pass out Roller Skates for those needing roller skate rentals.
- Disinfect all returning roller skates and place them back in the proper area.
- Maintain a clean and organized admission area.
- Help in concession stand if time allows.
- Make sure the skating rink and main entrance are clean and organized.
- Watch all people skating and report all injuries to the manager as soon as they happen.
- Provide first-aid supplies as needed.
- Help concession stand close at night with any cleaning that needs to be done.
- Check with outdoor staff to make sure bathrooms are cleaned before leaving.
- Supply great customer service to all our guests.

Concession Stand Worker:

- Count Cash Register before opening and after closing each night.
- Take Order from people.
- Make sure all payments are correct.
- Prepare and make all concession stand items.
- Before Opening each day: turn on and plug in hot dog roller, pretzel warmer, popcorn machine, and nacho machine.
- After Closing each night: turn off and unplug hot dog roller, pretzel warmer, popcorn machine, and nacho machine.
- Each night making sure that all machines are cleaned and ready to go for morning shift: this includes each night cleaning the hot dog rollers, nacho machine, pretzel machine, and popcorn machine.
- Keep an organized track of all items inside the concession stand, making sure that all orders are complete correctly and all food and drinks are accounted for.
- Report all missing items to the manager on duty as soon as possible.
- Watch the splash pad and report all injuries to the manager as soon as possible.
- Provide first-aid supplies as needed.
- Make sure the concession stand is clean and always organized.
- Supply great customer service to all our guests.

Outside Worker:

- Make sure all chairs are organized throughout the splash pad before opening.
- Make sure all trash cans are in decent shape and have bags replaced as needed.
- Make sure all trash is collected and is inside our city trash cans at the end of each day.
- If the city can is full, please roll it out in front of the gate at the train depot station.
- Make sure all trash and walkways are trash-free.
- Sweep up all messes as soon as possible.
- Pull up any weeds that are in the facility.
- Make sure the playground is in safe condition.
- Clean and organize the party rooms before and after each party.
- Sweep, mop, and wipe all chairs and tables after each party as time allows.
- Help in concession stand and admission window if they start to get back up with orders.
- Supply great customer service to all our guests.
- Check bathrooms periodically throughout the day.
- Clean bathrooms at the end of every night.
- Check and clean for spills throughout the park.
- Check and sweep up all cobwebs throughout the park.
- Sweeping the parking lots at the Family Activities Park

Manager:

- Count both cash registers before opening and after closing.
- Make sure both employees and managers sign and date the internal control paperwork for the cash registers.
- Make sure drains are cleaned and in proper order each morning and night.
- Turn on and off the splash pad each day.
- Make sure the water level is in normal range for the putt-putt fountain.
- Make sure all shifts are covered and ready to go.
- Supervise staff and jump in as needed to help.
- Make sure all areas are organized and running smoothly.
- Check bathrooms routinely throughout the day.
- Make sure all doors are unlocked and locked each night.
- Make sure the gate is locked and secure each night.
- Make sure all parties and events are running smoothly.
- Fill out all necessary paperwork each day.

Interested applicants should submit an application and cover letter explaining their experience and interest in the position to the attention of Parks and Recreation Director Marissa Knoebel via email at Parks@CityofCharlestown.com, or in person at City Hall (304 Main Cross Street, Charlestown). **The position is open until filled.**

The City of Charlestown is an Equal Opportunity Employer. If you require reasonable accommodation in completing an application, interviewing, or participating in the employment selection process please email the Human Resources representative at heather.schrimp@cityofcharlestown.com or call (812) 256-3422.