

City of Moody

Seasonal Part-time Splash Pad Attendants

The City of Moody is presently accepting employment applications

For Part-time Splash Pad Attendants.

MUST be able to work mornings, afternoons, and weekends.

Opening day is to be determined.

Submit application online at

www.moodyalabama.gov/employment

Human Resource Office

670 Park Ave Moody, AL 35004

Application deadline April 29, 2024.

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City of Moody Job Description

JOB TITLE: Splash Pad Attendant
DEPARTMENT: Splash Pad

FLSA: Non-Exempt

Job Description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required.

GENERAL SUMMARY

To perform excellent customer service to the general public by answering routine questions, greeting guests, enforcing Splash Pad rules, park rules, and crowd control. Assist in house-keeping around the Splash Pad. Respond to emergency situations: administering CPR and First Aid if properly trained or immediately signals for a trained staff member. This is a seasonal, non-exempt, hourly position and will have no supervisory responsibility. There are no benefits associated with this position.

SUPERVISION

Under the general direction of the Civic Center Director

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. While this is intended to be an accurate reflection of the current job, management reserves the right to revise this job description.

1. Maintain knowledge of Splash Pad Operations and rules.
2. Adhere and comply with the City of Moody Policy and Procedures Manual.
3. Welcome guests at the Splash Pad in a friendly and professional manner.
4. Wears Moody Splash Pad Shirt and nametag at all times while on duty.
5. Ensure a safe and clean admissions, concessions and play area. Keep area inside and outside clean of trash and debris.
6. Sell wristbands and concession items to Splash Pad guests.
7. Track, record and reconcile admissions and concessions revenue. Complete daily revenue report and coordinate deposit with management staff.
8. Keep track of wrist band, concession and inventory and notify supervisor at ordering levels.
9. Inform guests of the rules and regulations to be observed in and around the Splash Pad and enforces such rules and regulations to minimize or eliminate hazardous situations.
10. Assist in monitoring and enforcing policies set by department in the event of threatening weather.
11. Routinely check water levels and clean drains making sure that drains are clear of objects and debris, reporting any malfunctioning equipment or areas to Supervisor.
12. Participate in the coordination, set up, and tear down of special events or activities with the ability to lift at least 50 pounds.
13. Must be available to work varied shifts during operating hours as well as weekends and holidays.
14. At all times, conducts themselves in a professional manner to reflect positively on guest's perception of the facility and City of Moody.
15. Promotes a teamwork environment; assists co-workers when necessary.
16. Maintain work, time, and material records.
17. During slow periods, help to maintain facility cleanliness by performing such duties as: washing windows, sweeping and emptying trash cans.
18. Perform special projects and other duties as assigned.

MINIMUM JOB REQUIREMENTS

16+ Years Old

EDUCATION

N/A

EXPERIENCE

None required.

Previous customer service experience desired.

KNOWLEDGE

Safe Work Practices

SKILLS

Performing basic park maintenance activities
Money Counting, reconciling end of shift totals
Completing required forms
Able to use a calculator

LICENSE & CERTIFICATIONS

Possession of valid Alabama Driver’s License or ID

ABILITY TO:

- Work varied shifts as necessary
- Observe possible safety hazards and react and/or correct accordingly
- Clean and maintain assigned park facilities
- Understand and follow oral and written instruction
- Communicate clearly and concisely, both oral and in writing
- Establish and maintain effective relationships with those contracted in the course of work
- Pass a drug test and criminal background screening

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Have the ability to show good character and integrity while providing and accepting supervision and guidance.

- Must be able to work outside and be assertive with guests in enforcing rules.
- Must be able to work alone and use sound judgement.
- Strong interpersonal skills.
- Ability to work with the public.

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities that may include the following:

- Climbing stairs/ladders
- Walking, standing or sitting for extended periods of time and must be able to use a mop and push broom
- Operating assigned equipment
- Performing manual tasks for extended periods of time and in unfavorable weather conditions
- Exposure to air contaminants, noise, vibration, and temperature extremes
- Working with hazardous/toxic materials – must be able to identify MSD sheets
- Occasionally lift, move, carry and push/pull objects weighing up to 50 pounds

I hereby acknowledge receipt and acceptance of the job description by signing my signature below.

Employee Name

Date