



Job Posting

Lily Pad Springs Attendant

West Bloomfield Parks and Recreation is looking for candidates to fill a part time Lily Pad Springs Attendant for our spray park.

- **JOB SUMMARY:** The Lily Pad Springs Attendant performs a variety of tasks in support of the Parks and Recreation Department's Spray Park. This position is responsible for assisting customers by responding to questions, Performing custodial work such as, cleaning counters and office area, cleaning restrooms, replacing paper towel, cleaning spills and accidents as needed, and keeping the spray park amenities clean, safe and debris free.

For a complete job description with primary duties and responsibilities, go to www.wbparks.org and click on About Us then Employment Opportunities.

HOURS: Part-time, 24-40 hours per week, May-September. Parks hours are 11am-6pm, 7 days a week. Mandatory orientation will be held in May; Limited to 1200 hours per calendar year.

- **QUALIFICATIONS:** Must be 16 years or older; CPR, First Aid and AED certification preferred or obtain within two weeks of hire in date (we will provide). Must pass a criminal history check as well as central registry clearance. Interpersonal skills to handle questions, complaints and concerns from the public and from employees in a professional manner.

HOURLY RATE: \$11 - \$13 per hour

START DATE: Approximately May 21, 2022

TO APPLY: To be apply for this position, **please submit a completed application and resume to:**

Human Resources, West Bloomfield Parks and Recreation Commission
4640 Walnut Lake Road
West Bloomfield, MI 48323
hr@wbparks.org

Blank applications are available at West Bloomfield Parks. Download a copy online at www.wbparks.org.



Recreation Activities Center
4640 Walnut Lake Road
West Bloomfield, MI 48323



www.wbparks.org



info@wbparks.org



248.451.1900



Job Description

Job Title: Lily Pad Springs Attendant

Department: Parks

FLSA Status: Part Time

Pay Grade: 2

Position Description Summary:

Part Time Lily Pad Springs Attendants perform a variety of tasks in support of the Parks and Recreation Department's spray park. This position is responsible for assisting customers by responding to questions, Performing custodial work such as, cleaning counters and office area, cleaning restrooms, replacing paper towel, cleaning spills and accidents as needed, and keeping the spray park amenities clean, safe and debris free.

Working Hours:

Typical work hours will be working 24 hours (minimum) up to 40 hours a week, May-September. Mandatory orientation will be held in May. Spray Park will be open days, afternoons, weekends and Holidays. Shift assignments will vary based off staff availability. Occasional shifts at West Bloomfield Parks events may be assigned. Time off requests are considered at the time of hire.

Essential Function(s) of the Position:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the level and/or class of this position.

- Provide courteous and accurate information to users, staff and the general public. Communicate Lily Pad Springs rules and procedures in a friendly manner.
- Monitor spray pad.
- Keep spray pad debris free and change garbage as needed.
- Open and close facilities as needed.
- Perform custodial work such as, cleaning counters and office area, cleaning restrooms, replacing paper towel, cleaning spills and accidents as needed.
- Work on assigned tasks in preparation for daily crowds and projects as directed.
- Handle challenging situations in a tactful, courteous and respectful manner. Refers patron concerns to Lily Pad Springs Manager.
- Alert supervisory staff of any dangerous, unsanitary or potentially hazardous conditions.
- Maintain a neat appearance at all times.
- Give more than satisfactory customer service to all customers.

- Enforce West Bloomfield Parks and Recreation policies, rules and regulations in a confident and controlled manner.
- Adhere to Commission guidelines, policies and procedures.
- Other duties as assigned.

Education/Experience/Licenses/Certificates:

- Some related customer service or park patron admission/experience.
- First Aid and CPR Certification within two weeks of hire in date.
- Valid State of Michigan Driver's License.

Knowledge, Skills and Abilities:

- Possess basic math skills.
- Strong communication skills.
- Ability to express ideas clearly and concisely.
- Ability to multi-task and work in a fast-paced environment.
- Ability to withstand exposure to chemicals commonly used in swimming pool environments.
- Good organizational skills with emphasis on detail.
- Interpersonal skills to handle questions, complaints and concerns from the public and from employees in a professional manner.
- Ability to take the lead in handling customer requests and to furnish information to the general public.
- Ability to maintain excellent customer service skills.
- Ability to work independently, as well as with a team.
- Ability to exercise mature judgment & initiative in analyzing programs and recommending solutions.
- Be productive, courteous, flexible, resourceful and creative as well as have effective people skills.
- Ability to operate various pieces of small office equipment.
- Must be professional in appearance.

Equipment, Machinery, Tools and Vehicles Used:

Office equipment including hand blower, broom, power washer, work cart, etc.

Physical Demands:

This position is out of doors on the spray pad; therefore must be able to stand for long periods of time at a work station, processing admission to the facility, as well as outdoors monitoring the splash pad so must be able to stand for periods of time and withstand the outdoors for some periods of time, in all-weather elements. Must be able to lift 50 pounds.

Working Conditions:

Must be able to work in a fast-paced environment and able to meet various deadlines. Must be able to work with the public, including young children, throughout the duration of your shift.

Reporting Relationships:

A person in this position will report to the Lily Pad Springs Manager.

I have reviewed and understand the above job description and believe it to be accurate and complete and that I can successfully fulfill each duty or task. I also agree that Management has the right to change this job description at any time.

Employee Signature

Date

Executive Director Signature

Date

This position description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all duties that may be performed by an employee so classified. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. This document is not intended to be a contract between the employee and employer.