



JOB POSTING

Lily Pad Springs Attendant

West Bloomfield Parks is looking for candidates to fill seasonal Attendant positions for our spray park. The spray park operates Memorial Day through Labor Day. Applicants are preferred to be available on all holidays and understand that the spray park is a seven day operational business.

JOB SUMMARY: Attendants perform a variety of tasks in support of the WB Parks' spray park. This position is responsible for assisting customers by responding to questions and monitoring patrons on park amenities. Attendants perform custodial work; including cleaning counters, office areas, restrooms, cleaning up spills and accidents as needed. Additionally, 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/employment.

HOURS: Seasonal, 20-32 hours per week, May-September including holidays. An average shift starts as early as 10am and can be scheduled until 6:30pm. In the event of a private party a shift can be scheduled as late as 9pm. Mandatory orientation will be held in May. Position limited to 1200 hours per calendar year.

QUALIFICATIONS: Must be 15 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 background 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: starting rate \$12.25 per hour; bonus opportunity for end of the season.

START DATE: Approximately May 20, 2024

TO APPLY: To be considered for this position, please submit a completed application and resume.

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: Recreation

FLSA Status: Non-Exempt

Pay Grade: Seasonal A

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 answering many questions, sharing the rules of the spray park to patrons and keeping the spray park amenities clean, safe and debris free.

Working Hours: Typical work hours will be working 20 hours (minimum) up to 40 hours a week, May - August. Mandatory orientation will be held in May. Spray Park will be open days, afternoons, weekends and Holidays. Shift assignments will vary based on staff availability. Occasional shifts at West Bloomfield Parks events may be offered. 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.
- Process admission tickets.
- 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.
- Valid State of Michigan Driver's License or state identification.

Knowledge, Skills and Abilities:

- 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 computer, hand blower, broom, power washer, etc.
Those over 18 years old, work cart.

Physical Demands:

This position occurs outdoors on the spray pad monitoring the splash pad; therefore 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.

Benefits:

This position is ineligible for all benefits, including participation in the 401a. Attendants who work the actual holiday will be eligible for time and a half pay.

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.