

JOB DESCRIPTION



| JOB IDENTIFICATION | | | |
|------------------------|------------------------------------|-----------------------------|----------------------|
| <i>Job Title:</i> | Rec Leader I | <i>Pay Grade:</i> | Seasonal (N/A) |
| <i>Department:</i> | Parks and Recreation | <i>FLSA Status:</i> | Non-Exempt |
| <i>Location:</i> | Rec Centers and Athletic Complexes | <i>Reports to Position:</i> | Athletic Coordinator |
| <i>Effective Date:</i> | March 6, 2019 | | |

JOB SUMMARY

Under general supervision, this position works with and oversees Rec Aides in various areas of Parks and Recreation including concession stands, recreation centers or other venues for special events.

- ESSENTIAL JOB DUTIES AND/RESPONSIBILITIES**
- The following duties are normal for this position. The omission of specific statement of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned and expected aside from those set forth below to address operational needs and changing operational practices.
- Stocking and organizing a neat work area
 - Preparing food as specified
 - Maintaining clean and sanitary concession equipment and food preparation area and cleaning concession stand on a daily basis
 - Handling monies in operation of concessions including accurately collecting money for products purchased and providing correct change
 - Recording inventory before and after an event
 - Providing quality customer service
 - Ensuring that Rec Aides follow proper procedures such as those listed above
 - May be responsible for opening and closing of designated work area
 - Ensures that monies are appropriately secured according to established procedure
 - Working in recreation centers or other venues assisting with various events including event set up/clean up and assisting with routine/non-routine after school and summer programs for children

QUALIFICATIONS

Education and Experience Guidelines

Any combination of education and experience that would like provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities required for this position would be:

Education and Training

High School Education or demonstrated level of proficiency

Experience

1-3 years previous experience working in a recreational or athletic setting with duties of increasing responsibility or leadership in nature

Licenses or Certification Required

N/A

The following generally describes the knowledge and abilities required in order to successfully perform the assigned duties of the position:

Knowledge of:

- Proper and safe food handling
- Proper means of cleaning and disinfecting after food preparation

Ability to:

- Read to comprehend operator and reference manuals
- Write to prepare non-complex forms and records
- Verbally communicate to converse with customers, supervisors and co-workers
- Add and subtract numbers to determine money to be collected and provide correct change
- Follow instructions and efficiently complete tasks
- Exercise judgment in tasks involving safety of self and others or efficiency of operations
- Work as a member of team
- Work in a constant state of alertness and in a safe manner

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with the Americans with Disabilities Act, the City encourages both prospective and current employees to discuss potential accommodation needed to perform the essential duties of this position.

Environment: Work location will primarily be indoors at concession stands or recreation centers; however, special events requiring work may be held outdoors

Physical Demands: See accompanying page for details

Key Working Relationships: Concession stand customers, other recreation employees including supervisors, children attending programs at recreation centers, citizens attending special events

PHYSICAL REQUIREMENTS – REC LEADER I (SEASONAL)

Rare
0%-10%
of the time

Occasional
11%-33%
of the time

Frequent
34%-66%
of the time

Continuous
67%-100%
of the time

| LIFT/CARRY | | | | |
|------------|---|---|---|--|
| 1-10 lbs | | | X | |
| 11-20 lbs | | | X | |
| 21-50 lbs | | X | | |
| 51-75 lbs | X | | | |
| 76-100 lbs | X | | | |

| PUSH/PULL | | | | |
|------------|---|--|--|--|
| 1-10 lbs | X | | | |
| 11-20 lbs | X | | | |
| 21-50 lbs | X | | | |
| 51-75 lbs | X | | | |
| 76-100 lbs | X | | | |

| MOVEMENT | | | | |
|--------------------------------|---|---|---|--|
| Bend/Stoop/ Twist | | X | | |
| Crouch/ Squat | | X | | |
| Kneel/Crawl | X | | | |
| Reach Above Shoulders | | | X | |
| Reach Below Shoulders | | | X | |
| Repetitive Arm Use | X | | | |
| Repetitive Wrist Use | | X | | |
| Repetitive Hand Use | | | | |
| a) grasping | X | | | |
| b) squeezing | X | | | |
| Climb Stairs/Ladder | X | | | |
| Uneven Walking Surface | X | | | |
| Even Walking Surface | | X | | |

| HEARING/VISION/DEXTERITY | | | |
|--------------------------|-----|---------|-----|
| | N/A | AVERAGE | LOW |
| Hearing Acuity | | X | |
| Visual Acuity | | X | |
| Manual dexterity | | X | |

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| EQUIPMENT USE & OPERATION | | | | |
|---|---|--|--|--|
| Motor Vehicle | X | | | |
| Heavy Equipment (Backhoe, dump truck) | X | | | |
| Large Apparatus (Fire Truck, Street Sweeper) | X | | | |
| Small Equipment (Mower) | X | | | |
| Handheld tool/equipment (tamps, weed eaters, shovel) | X | | | |

| WORK WITH/NEAR | | | | |
|----------------|---|---|--|--|
| Machinery | X | | | |
| Electricity | X | | | |
| Power Tools | X | | | |
| Impact Tools | X | | | |
| Chemicals | | X | | |
| Fumes | X | | | |
| Heights | X | | | |

| ENVIRONMENT | | | | |
|-----------------|---|---|---|--|
| Indoors | | | X | |
| Outdoors | | X | | |
| Extreme Heat | | X | | |
| Extreme Cold | | X | | |
| Dusty | X | | | |
| Excessive Noise | X | | | |
| Other (explain) | | | X | |

| ENDURANCE | | |
|-----------|-------------------|------------------------------|
| Task | Hours at One Time | Total Hours in an 8 Hour Day |
| Sit | <1 | 8 |
| Stand | 3 | 8 |
| Walk | 1 | 3 |

Additional Considerations (including clarification of any of the above)

THIS POSITION WORKS IN A FOOD PREPARATION ENVIRONMENT INCLUDING AROUND GRILLS, DEEP FRYERS AND OTHER HIGH TEMP EQUIPMENT