



## City of Findlay

<b>Job Title:</b>	Temporary Support Staff – Seasonal (Recreation Center)	<b>Job Category:</b>	EEO-5
<b>Department/Group:</b>	Recreation	<b>Tested</b>	No
<b>Exempt:</b>	No	<b>Classified:</b>	No
<b>Level/Salary Range:</b>	8010,8020,8030,8040,8050,8060	<b>Position Type:</b>	Seasonal/Temporary
<b>Appointed:</b>	No	<b>Work Hours:</b>	Varies according to need
<b>Summary</b>			
.Working under the direction of the Recreation Supervisor and Assistant Recreation Supervisor, the incumbent performs a variety of tasks on a seasonal basis.			
<b>Job Description</b>			
<p><b>SUPERVISORY &amp; ESSENTIAL RESPONSIBILITIES</b></p> <p>No supervisory responsibility</p> <p><b>ESSENTIAL DUTIES AND RESPONSIBILITIES</b></p> <p><b><i>Duties for the Cube:</i></b></p> <ul style="list-style-type: none"> <li>• Admissions-Collecting money for open skate, skate rental and handing out the appropriate wristbands;</li> <li>• Operating Concession Stand-Collecting money for food purchases, being responsible for proper cleaning of all food preparation equipment;</li> <li>• Cleaning after each concession shift – lobby tables, sweeping lobby floor, vacuuming carpet at main entrance, emptying trash, checking restrooms for proper cleanliness and stocking toilet paper as necessary.</li> </ul> <p><b><i>Duties for Skate Rental</i></b></p> <ul style="list-style-type: none"> <li>• Skate Rental – Responsible for the distribution of proper sized skates, obtaining the skaters shoes and storing them in the proper numbered spot that corresponds to the skates, and returning the shoes to the appropriate individual when the skates are returned;</li> <li>• Skate Guard – Responsible for assuring the safety of skaters during public skate;</li> <li>• Assisting with removal and installation of ice arena boards as necessary.</li> </ul> <p><b><i>Duties for the Diamonds</i></b></p> <ul style="list-style-type: none"> <li>• Operating Concession Stand – Collecting money for food purchases, being responsible for proper cleaning of all food preparation equipment;</li> <li>• Preparing fields for games – normally dragging field and lining. Removing water and making surface playable during inclement weather;</li> <li>• Checking trash and emptying if necessary, checking restrooms for proper cleanliness and stocking toilet paper as needed.</li> <li>• Performs other duties as required.</li> </ul> <p><b>LICENSES AND CERTIFICATIONS</b></p> <p>No licenses or certifications are required</p> <p><b>EDUCATION AND/OR EXPERIENCE</b></p>			



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High School student or above

### **OTHER KNOWLEDGE, SKILLS AND/OR ABILITIES**

- Ability to follow directions both verbally and in writing;
- Ability to think independently and solve day to day problems;
- Knowledge of the principles of grounds maintenance is helpful;
- Ability to assists in other areas as needed;
- Ability and willingness to work with both youth and adults

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations must be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will regularly complete moderately strenuous work and is required to lift up to 50 lbs on a regular basis.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

While performing the duties of this job, some of the work is performed outdoors, unprotected from external weather conditons such as extreme heat and cold, rain, snow and windy conditions. Exposure to dirt, dust, wastewater biosolids, fumes, and possible caustic substances.

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