

SENIOR ATTENDANT

DISTINGUISHING FEATURES OF THE CLASS: These seasonal positions are located at the Broome County Parks and Enjoie Golf Course. An employee in this position leads and participates in various routine tasks while stationed at parks or golf course. Tasks are performed according to well-established procedures. The work is performed under the general supervision of a higher level supervisor with some leeway allowed for the use of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists visitors with general information;
Receives and balances daily retail, and fee sales;
Works closely with Attendants to ensure smooth operation of park and/or golf course;
Assists the Attendants in performing their daily duties;
Maintains safety and order and enforces rules and regulations;
May keep simple records such as lists and logs;
May operate a simple cash register.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to perform basic arithmetic;
Ability to communicate effectively with the public;
Ability to use a cash register and make correct change;
Ability to communicate effectively both orally and in writing;
Ability to get along well with others;
Ability to give simple instructions.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma and one year of experience in customer service or interacting with the public.

R1009 2/4/11

PENDING: NON-COMPETITIVE