

Name _____ Date _____

POSITION DESCRIPTION
CLASS TITLE: Locker Attendant

Grade Number: Part-Time (\$8.10- \$8.30 hr)
Department: Parks and Recreation
Date: January 2015

GENERAL PURPOSE

The Locker Attendant serves as a customer service representative assisting the public in handling their clothing and personal belongings stored at the aquatic facility.

SUPERVISION RECEIVED

Works under the general supervision of the Aquatics Manager and Assistant Manager.

SUPERVISION EXERCISED

Staff supervision Not Required. Responsible for assistance and supervision of patrons using the shower room facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for handing out personal effects bags, storage of bags, and retrieval.

Assist Pool Cashier with cashier duties when needed.

Answer phones, basic facility maintenance, trash removal, and facility announcements.

Quality customer service is a must. Communicate effectively with public, staff and management.

DESIRED MINIMUM QUALIFICATIONS

Education and experience:

(A) Minimum of 16 years of age

Necessary Knowledge, Skills and Abilities:

(A) Valid Arizona State Driver's License or ability to obtain one.

(B) Ability to work effectively with the public and other staff.

TOOLS AND EQUIPMENT USED

Use of tools such as: calculator; copy and fax machines; phones; and various janitorial equipment and supplies, and PA system on a regular basis.

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 may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, stand and talk or hear.

The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

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, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic janitorial chemicals.

The noise level in the work environment is usually quiet while in the office, or moderately loud when in the pool environment.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above 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 position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.