



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: RECREATION ATTENDANT
Jurisdictional Class: NON-COMPETITIVE (SEASONAL)**
NON-COMPETITIVE (PART-TIME)*
Civil Division: ALL CIVIL DIVISIONS** (Seasonal)
S. CAYUGA SCHOOL DISTRICT* (Part-time)
Adoption: CSM
Revised: CSM 06/17/78; 4/10/02

DISTINGUISHING FEATURES OF THE CLASS:

Performs routine work in connection with a recreation activity or in the care of a facility while in use; does related laborer work as required. This routine work is performed under specific instructions from a supervisor but with little direct supervision. This position involves responsibility for the orderly assignment of facilities, the collection of tickets and fees, the issuing and collection of equipment, the maintaining the orderly conduct of participants, and the maintenance of facilities.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Fills out membership cards;
Permits only members or approved participants to use a facility;
Maintains and prepares courts, fields, facilities, etc., by rolling, watering, brushing tapes, putting up nets, bases, marking courts, cleaning up, cuts grass, picks up rubbish, etc.;
Enforces regulations and maintains order in locker rooms;
Cleans and disinfects locker rooms, toilets, and related facilities;
Supervises use of tennis courts;
Keeps records and makes report;
Assigns courts and other facilities;
Issues equipment and baskets;
Locks and unlocks doors, gates, etc.;
Collects tickets and admission charges;
Reconciles admission tickets to the money collected and submits the funds collected to proper authorities;
Distributes refreshments;
Assists in decoration of area or facility;
Maintains, repairs, and paints equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Ability to read and write;
Ability to keep simple records;
Ability to give and enforce simple instructions;
Ability to perform light manual labor;
Ability to get along well with others.

MINIMUM QUALIFICATIONS:

(A) Completion of two (2) years of a four (4) year high school course.