

	Municipality of the County of Annapolis <b>JOB DESCRIPTION</b>	Position Title: <b>Raven Haven Park Attendant</b>
	Union / Non-Union: <b>NON-UNION</b>	Classification Type: <b>Seasonal</b>
	Salary Classification: <b>\$18.18/HR</b>	Approval Date: March 4, 2025

### **General Job Responsibility**

Raven Haven Park Attendant shall be responsible for, carrying out daily site inspections, cleaning and maintaining a tidy site, providing general site security, cleaning and sanitizing washrooms, showers and equipment, performing light maintenance duties within the park, responding to customer concerns, feedback and complaints, carrying out canteen related duties, assisting with equipment and boat loans, and carrying out other duties and responsibilities as may be assigned from time to time. This job description is a general outline of duties and responsibilities and is not meant to limit the employee's initiative to expand or increase their work output subject to approval by their supervisor.

### **Accountability**

This position reports directly to the Raven Haven Site Supervisor.

### **Specific Job Responsibilities**

1. Carrying out daily inspections of buildings, docks and beach area, checking and adjusting swim area floating buoys and clearing any weed growth to ensure safety of employees and the public.
2. Carrying out daily site cleaning and garbage pick-up including animal/geese droppings clean-up and disposal, checking picnic tables and benches and the beach and grounds to ensure they are clean and tidy.
3. Provide general site security of the facility to ensure safety of staff and the public, reporting any suspicious activity immediately to supervisor.
4. Cleaning and sanitizing washrooms and showers daily and when required throughout the day.
5. Monitoring the use of the Mobi-Mat, cleaning and sanitizing the Mobi-Chair before and after use.
6. Performing light maintenance duties including painting picnic tables and fences and sweeping and raking common areas.
7. Responding to customer concerns, feedback and complaints to ensure a high standard of customer service.
8. carrying out canteen duties including cleaning and sanitizing the canteen, following safe food handling procedures, greeting customers, scooping ice cream, serving hot dogs and snacks, processing sales transactions, balancing cash and preparing daily cash sheets, receiving and arranging canteen stock and adhering to security procedures such as securing cash and keys, locking up and ensuring appliances are turned off at the end of the day and only authorized persons enter the canteen area.
9. Assisting public with equipment loans for boats, beach equipment and toys and ensuring paperwork is filled out completely and accurately.

10. Completing reports as required by Raven Haven site supervisor.
11. Other duties and responsibilities as may be assigned from time to time by the Raven Haven Site Supervisor or Manager of Recreation.

### **Qualifications and Expectations**

Candidates for this position must have a minimum of grade 12 education, first aid/ CPR and Safe food Handling certificate. Previous experience in in customer service would be considered an asset.

Due to the nature of this position, the employee must be comfortable working in a public facing role, have working knowledge of Microsoft Office, be able to work flexible hours including weekends and holidays, be comfortable working individually and as a team, and have strong interpersonal and communication skills. Successful candidates must provide satisfactory criminal background and vulnerable sector checks.