



## Job Description **Park Attendant – Summer Student Position**

**Reports to:** Manager of Infrastructure & Environmental Services or delegate

**Subordinates:** None

**Effective Date:** January 2023

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### **Position Summary**

Provides friendly and professional customer service at Kendrick's Park, Centennial Park and Seeley's Bay Harbour. Assists with inquiries by phone, email and in-person regarding facilities, amenities, rentals and events. Collects fees and provides receipts for boat slip/pavilion rentals. Helps ensure public spaces are clean, safe, and well maintained.

### **Key Duties and Responsibilities**

- Provide excellent customer service and act as an ambassador of the Township of Leeds and the Thousand Islands
- Open and close facilities; handle cash and perform canteen operations
- Track and order required inventory and supplies
- At Kendrick's Park, serve food/beverages, scoop ice cream
- Maintain cleanliness of facilities; empty trash cans, pick up litter, clean restrooms and shelters, light weeding and trimming, and inspect areas regularly
- Inform visitors of park and harbour rules and regulations
- Respond to public complaints and concerns and report them to the supervisor
- Report any repairs, vandalism, breakdowns or accidents
- Work with other divisions and departments of the municipality in the day-to-day delivery of services as assigned
- Performs duties in accordance with the Township's health and safety policies and procedures
- When requested, participate in staff training, perform other related duties as assigned

### **Education/Experience/Skills Training**

- Currently enrolled in secondary or post-secondary education, returning to school in September 2023
- Good communication skills; experience working with the public is an asset
- High degree of self-motivation and initiative
- Able to work independently with minimal supervision
- Experience handling and balancing cash
- Familiar with the local areas of Lyndhurst and Seeley's Bay
- Some knowledge of parks, boating, and harbor operations considered an asset
- Food Handler Certification considered an asset
- Class G drivers' license considered an asset

### **Working Conditions**

- Regularly exposed to conditions of potential discomfort caused by temperature extremes, inclement weather, dust, dirt, and similar factors
- Evening and weekend shift work required
- Dealing with the public on a daily basis
- Sitting for periods in excess of two hours
- Eligible to work in Canada

*The foregoing reflects the key duties, responsibilities and qualifications for the position and should not be construed to be an all-inclusive description.*