

Job Title: Splash Pad/Park Attendant (Seasonal)

Department: Public Works & Parks

Dates: May – September

Hourly Rate: \$ 17.00

General Summary

To perform excellent customer service to the public by answering routine questions, greeting guests, enforcing Splash Pad rules, park rules, and crowd control. Assist in housekeeping around Lil's Park, including, but not limited to the splash pad, splash pad pavilion. All employees are expected to provide quality customer service to those visiting the Bradley Splash Pad. This is a seasonal, hourly position and will have no supervisory responsibility.

The Village of Bradley is an equal opportunity employer and does not discriminate based on race, religion, sex, or other legally protected status.

Supervision

Under the general direction of the Public Works & Parks Director

Essential Duties & Responsibilities

The following duties are normal for this position. While this is intended to be an accurate reflection of the current job, Village reserves the right to revise this job description.

1. Maintain knowledge of Splash Pad Operations and rules.
2. Adhere and comply with the Village of Bradley Employee & Procedures Manual.
3. Welcome guests at the Splash Pad in a friendly and professional manner.
4. Wears Village of Bradley T-shirt always while on duty.
5. Inform guests of the rules and regulations to be observed in and around the Splash Pad and enforce such rules and regulations to minimize or eliminate hazardous situations.
6. Assist in monitoring and enforcing policies set by the department in the event of threatening weather.
7. Routinely check water & chemical levels and clean drains making sure that drains are clear of objects and debris, reporting any malfunctioning equipment or areas to Supervisor.

8. Participate in the coordination, set up, and tear down of special events or activities with the ability to lift at least 50 pounds.

9. This is a seasonal position, expected to last from late May – early September. The work schedule for this position will include weekdays, weekends, and holidays. The position is responsible for the opening and closing of the Splash Pad for the public to utilize during set hours. Non merit employees, such as temporary or seasonal, do not receive any benefits other than wages.

10. At all times, conduct themselves in a professional manner to reflect positively on guests' perception of the facility and the Village of Bradley.

11. Promotes a teamwork environment; assists co-workers when necessary.

12. Maintain work, time, and material records.

13. Maintain facility cleanliness by performing such duties as: cleaning restrooms, sweeping, picking up garbage, monitoring equipment, ensuring equipment is running effectively and emptying trash cans.

14. Perform special projects and other duties assigned.

Minimum Job Requirements

- 18+ years old
- High School graduate or equivalent
- Effective communication and customer service skills
- Flexible work schedule, 20 – 40 hours per week, depending on weather and staff availability, including weekdays, weekends, and holidays.
- Must pass background check.

If interested, please send a completed application, resume and cover letter to the Village of Bradley Public Works Department.

A. Village of Bradley Public Works Attn D Dugan, 147 S. Michigan Ave., Bradley, IL 60915, between the hours of 8:00am am and 4:30 pm Monday through Friday only.

B. By U.S. mail

Or Email to daedugan@bradleyil.org.