

## The City of Altoona Position Description

<b>Position Title:</b>	Seasonal Fish House Attendant	<b>Department:</b>	Parks & Recreation
		<b>FLSA:</b>	Non-Exempt
<b>Last Update:</b>	March 2023	<b>Reports To:</b>	Recreation Manager and/or Recreation Supervisor

### Position Summary

Under the guidance of the Recreation Manager or Recreation Supervisor, the Fish House Attendant will provide a safe and enjoyable place for guests renting the Fish House.

### Work Tasks

The following duties are normal for this position. The duties listed are not to be construed as all-inclusive. Other duties may be required and assigned.

- Insuring Fish House cleanliness. Maintaining cleanliness prior to each rental, making sure all rental spaces are clean prior to each rental.
- Maintain bathrooms cleanliness prior, during and after each rental.
- Responsible for the tear down of the event, putting all tables and chairs away, sweeping floors and cleaning the floors.
- Possible set up of rentals including tables, chairs, audio/av, and any other amenities according to rental plan provided.
- Be enthusiastic, engage in conversation with guests in the Fish House, punctual and reliable (arrive 15 minutes prior to the start time)
- Office work as instructed
- Attends all required staff meetings and trainings
- Be able to follow all policies and procedures of the department as outlined in the Employee Handbook

### Working Conditions

- Work is completed mostly indoors.
- Outdoor work may be in a variety of environmental extremes such as heat, cold, rain, wind, noise, fumes and dust.
- Ability to lift and carry 6-8ft tables and folding chairs.
- Employees may be required to wear masks and abide by other recommended or required protocols to aid in reducing the spread of disease.

### Education

- High school student; or,
- College student.

### Experience

Some previous experience as an employee with a demonstrated history of being reliable and dependable.

### Licenses and Certificates

- If under 16 years of age a work permit is required; and
- CPR/First Aid certification, preferred.

### PRE-EMPLOYMENT DRUG SCREENING MAY BE REQUIRED.

***The City of Altoona is an Equal Opportunity Employer. To comply with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.***

I have read and understand this Job Description

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Signature

Date