



Job Description Picnic Rental Attendant

The Berwyn Park District is the hub of our community, providing places and activities that bring people together to participate in a range of fun and educational programming.

Summary:

The Picnic Rental Attendant is responsible for performing a variety of duties to prepare park district grounds for various scheduled picnics and events. They may be scheduled to work independently or with other scheduled staff. They are a part-time employee. Work shifts are variable, primarily Saturdays and Sundays and may be as long as 8-10 hours.

Qualifications:

The Picnic Rental Attendant must be at least 18 years of age and have a high school diploma or equivalent. The Picnic Rental Attendant should also have a reasonable mechanical aptitude. An Illinois driver's license is required. They must pass a criminal background check and drivers record check. CPR certified or ability to obtain within 60 days of hire.

Immediate Supervisor:

The Picnic Rental Attendant is under the supervision of the Superintendent of Recreation.

Essential Functions:

- Empty trash
- Setup picnic tables in picnic groves
- Clean and maintain restrooms
- Minor plumbing and building repairs
- Work with safety coordinator to assure safe operations of parks and bathrooms
- Other duties as assigned
- Communicate consistently with the Superintendent of Recreation about all Park District matters.
- Attend all required staff meetings.
- Light ground maintenance such as weeding, watering, mulching, etc.
- Checking for appropriate picnic permits
- Clean pond traps

DESIRED KNOWLEDGE, SKILLS AND TRAITS:

- Works in climates of varying temperatures and humidity
- Handles chemicals when cleaning the buildings
- Able to lift and carry up to 50lbs. frequently

- May have to use a ladder.
- Has responsibility for the safety of the public in and around the facilities and parks
- Able to manage stressful situations, use common sense and “troubleshoot” problems
- Able to work well with others, follow directions from supervisor and co-workers
- Able to communicate with patrons, staff, supervisor, and other Park District Employees
- Excellent customer service skills, (internal and external customers)
- Work well with all departments and personalities.

MARGINAL FUNCTIONS:

- Have a basic knowledge of all programs, special events, and memberships; or know how and where to obtain the information.
- Assist all employees of the Park District as needed.

PSYCHOLOGICAL CONSIDERATIONS:

The Picnic Rental Attendant may feel added pressure from the public due to problems with reservations or any other outside issues. The Picnic Rental Attendant must remain calm and continually share Park District information with patrons. The Picnic Rental Attendant must be a good problem solver and continually develop creative responses to problems.

PHYSIOLOGICAL CONSIDERATIONS:

The Picnic Rental Attendant must be able to bend, stoop, lift items weighing up to 50 pounds, turn, sit, and stand for short or extended periods of time.

ENVIRONMENTAL CONSIDERATIONS:

The Picnic Rental Attendant will be exposed to outdoor elements in the normal course of operations. These conditions may include lightning, rain, and extreme temperatures.

COGNITIVE CONSIDERATIONS:

The Picnic Rental Attendant must exhibit good problem-solving abilities and good judgment in keeping with the mission of the Park District.

The Parks and Facilities Foreman must follow the loss prevention and safety policies of the Park District.

Hourly Rate: \$15