

**CITY OF EAGLEVILLE**  
**JOB DESCRIPTION**

Title: Parks Aide	Grade: Federal Minimum Wage
Reports To: Parks Superintendent	FLSA: Non-Exempt
Department: Parks & Recreation	Created Date: March 11, 2016

**JOB SUMMARY:** Under general direction of the Parks Superintendent operates the concession stand and assists with all park maintenance and in the operation of special events.

**ESSENTIAL FUNCTIONS:**

- Cooks and prepares food for concessions.
- Handles cash sales at concessions.
- Assists with the maintenance of recreation facilities, grounds and buildings as well the acquisition and maintenance of all recreational equipment.  
Cleans concessions area, restrooms and park and empties trash containers.

**SECONDARY FUNCTIONS:** Performs other related duties as required

**SUPERVISORY FUNCTIONS:** None

**KNOWLEDGE, SKILLS:**

- Knowledge of and ability to use Microsoft Office in particular Microsoft Word and Microsoft Excel
- Knowledge of and ability to operate kitchen equipment
- Knowledge of and ability to accurately complete cash transactions and balance cash at the end of the work period.
- Knowledge of and ability to use modern customer service principles

**ABILITY:**

- Ability to establish and maintain effective relationships with those contacted in the course of work
- Ability to speak clearly in all situations; listens and gets clarification; responds well to questions.
- Ability to read and interpret written information;

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- Ability to follow instructions, respond to management direction; complete tasks on time or notify appropriate person with an alternate plan;
- Ability to perform and meet scheduling and attendance requirements
- Ability to operate a tractor and mower, and use hand tools for maintenance tasks.
- Ability to safely operate kitchen equipment
- Ability to operate cash register and calculator.

#### **CERTIFICATIONS, LICENSES, REGISTRATIONS:**

- Valid Tennessee Class D Driver's License or equivalent.

#### **REQUIRED EDUCATION/OR EXPERIENCE:**

None

#### **PREFERRED EDUCATION/OR EXPERIENCE:**

Some experience in concessions operation or park maintenance.

#### **PHYSICAL CONDITIONS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to walk. The employee is occasionally required to sit, kneel and taste or smell. Repetitive motion is involved in both concession operation and park maintenance. The employee is regularly required to lift and/or move, push or pull up to 10 pounds and occasionally required to lift 20 pounds. Talking and listening skills are required. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision. The employee is required to drive.

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**WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Workers in this class are subject to outside conditions on a daily basis. They work around moving parts, electrical current, on scaffolding or other lift equipment, and are exposure to chemicals. The worker is exposed to extreme heat and hazards including moving mechanical parts, electric current and kitchen equipment.

**SIGNATURE/APPROVAL**

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*Department Director*

*Date*

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.*