POSITION SUMMARIES

ANIMAL CARETAKER – DUTIES: Provides routine care to small animals such as dogs and cats that are housed in the Animal Quarantine Facility and/or Pet Lodge. QUALIFICATIONS: Must be able to frequently handle objects weighing up to 75 pounds and must be able to acquire an understanding of pet care and handling.

BAR ASSISTANT (BARBACK) - DUTIES: Performs a variety of duties in support of a bar, lounge, or beer-serving activity, such as setting up service and portable bars, carrying supplies and equipment from storage to the bar, washing glasses, bar equipment and cleaning the floor and furniture in the bar area. May serve bottled beer, soft drinks, and draw beer from kegs. QUALIFICATIONS: No experience required. Must be able to follow simple instructions and lift objects weighing up to and over 40 pounds.

BARTENDER - DUTIES: Prepares alcoholic drinks by using a premix or following a variety of recipes to mix and serve all types of alcoholic or nonalcoholic drinks. Serves drinks to patrons or delivers to waiter. Receives payment, operates cash register, sets up and stacks bars, obtain cash bank, washes glasses and other bar utensils, and maintains area around the bar. QUALIFICATIONS: Must have experience mixing alcoholic beverages for retail sale, which includes knowledge of a variety of beverages and the ability to combine ingredients.

CHILD AND YOUTH PROGRAM ASSISTANT - DUTIES: Accountable for the whereabouts and safety of children/youth ages 6 weeks to 18 years. Assists in providing and leading planned activities. Assists children/youth with special projects, homework, and life skills. QUALIFICATIONS: Must be 18 years of age, and have a high school diploma or GED, and be able to satisfactory complete required background checks. Must be able to read, write, and speak English.

CLUB OPERATIONS ASSISTANT - DUTIES: Controls the facility for use of authorized patrons. In coordination with supervisor on duty, controls and directs the work of other employees. Resolves complaints, enforces club regulation, responsible for funds during shift, and secures the club at the end-of-day's business. QUALIFICATIONS: Experience, which demonstrated knowledge of club, restaurant, and/or retail operations, is required.

COOK - DUTIES: Performs a variety of cooking tasks; adjusts recipes for number; cooks frequently used recipes for gravies, sauces, or soups; cooks a variety of meats, poultry, seafood, and vegetables; uses proper procedures for control, carving techniques, and storage methods. QUALIFICATIONS: Must have experience and knowledge of food preparation techniques and methods. Must be able to plan, coordinate, and time sequence steps needed to prepare meals.

CUSTODIAL WORKER - DUTIES: Performs a variety of janitorial type duties including the use of industrial type power cleaning equipment, to keep assigned areas in clean and orderly condition. QUALIFICATIONS: Must have skill in the proper use of cleaning and sanitizing solutions. Must be able to clean and make adjustments to powered cleaning equipment. Must be able to carry objects up to 50 pounds.

FOOD SERVICE WORKER - DUTIES: Performs a variety of manual tasks in serving and preparation of food. Prepares coffee and beverage in large urns. Prepares vegetables for cooking, seasons and pans meat for roasting, breads chicken for frying, measures and mixes ingredients for salads, and prepares sandwiches. Operates, loads, and unloads dishwashers; cleans cooking and serving equipment; sweeps, mops and waxes floor. QUALIFICATIONS: Must be able to follow simple oral instructions and be able to carry objects weighing up to 40 pounds.

FOOD SERVICE WORKER ((Barista) - DUTIES: Prepares and sells a variety of coffee beverages. Sells pre-packaged food items such as muffins, bicotti, bagels, various snacks and beverages. Sets up service stands with condiments and replenishes items as necessary. Takes orders from customers for short order food items on board menu. Operates a cash register ringing up food and beverages by individual sales. Processes credit card sales or charges to members' accounts. QUALIFICATIONS: Experience working in a coffee shop is highly desirable. Must be able to perform common arithmetic problems and making change when receiving payments from customers. Must be able to read and understand written material and follow simple instructions. Must have knowledge of sanitation standards in handling and serving food.

GARDENER (MOTOR VEHICLE OPERATOR)/GREENSKEEPER - DUTIES: Cuts grass, trims hedges, and maintains flowerbeds and all other foliage in and around grounds in a neat and presentable manner. Prepares soil for planting by properly mixing such materials as sand, humus, top soil, and fertilizer. Applies fertilizer evenly to avoid underfeeding or burning the plants. Mixes and sprays insecticides. Waters plants and lawns as required. Operates motor vehicles, tractors, power mowers and trimmers. QUALIFICATIONS: Must have knowledge of landscaping and the ability to apply knowledge to specific tasks associated with planting, re-sodding, watering, spraying, fertilizing, cutting, pruning, trimming, etc.

LABORER - DUTIES: Performs a variety of manual labor tasks involving the use of hand and power equipment. Operates hand and/or riding power mower to maintain lawns and golf courses. QUALIFICATIONS: Experience which demonstrated the ability to operate, control and clean heavy powered equipment. Must be able to lift and carry objects weighing up to 50 pounds.

LIBRARY AID – DUTIES: Shelves books, magazines, and other library materials according to the various systems used in libraries and ensures all materials are reshelved in correct order. Checks condition of books in designated areas, removes obsolete/damaged materials for review by a librarian and performs minor mending. Assists users in locating books and information in card catalogs, databases, and on the shelves, referring difficult questions to

higher staff members. Assists in implementing programs, publicity, and the marketing of the library services. Performs other duties as assigned. QUALIFICATIONS: Must have experience in responsible clerical or office work of any kind that demonstrates the ability to perform satisfactorily at the grade level of the position. Must be able to read, write, and speak English. Must have experience or training that demonstrates the ability to perform simple computer data processing.

RECREATION AID/ASSISTANTS - DUTIES: Assists other recreation assistants in the operation and maintenance of indoor and outdoor recreation programs. Sets up areas for scheduled activities, records attendance, takes reservations and payments. Insures facility is properly set up for events and that all officials for a particular event are present. Demonstrates and instructs participants in the use of various equipment and provides guidance and instructions. Inspects facilities to determine need for maintenance and repair, etc. QUALIFICATIONS: No experience is required for Rec Aid NF-I. For Recreation Assistants NF-II, work experience that provided a working knowledge of the routines and procedures followed in group activities or programs; practical knowledge or experience of recreational equipment, rules, and procedures involved in recreational work in the area of specialty in which the position is found.

RECREATION ASSISTANT (LIFEGUARD) - DUTIES: Responsible for patron safety by responding and preventing both aquatic and land emergencies at the base pool and beach. QUALIFICATIONS: Must have an approved and current nationally recognized certification in lifesaving and water rescue methods and skills, as well as basic first aid training and CPR.

WAITER - DUTIES: Position is found in the Clubs as either a food waiter grade NA-03 or a bar waiter grade NA-02 or a special function waiter at grade NA-01. Duties involves bringing preset meals to tables during special functions, taking orders for alcoholic beverages at the bar, and/or taking orders for meals from a menu. Prepares dining room or party room of food, wines, and other condiments. Sets tables, removes dirty dishes from tables, greets guests, sits guests, takes orders, secures food from kitchen, serves guests, gives checks to guests, etc. QUALIFICATIONS: Must have experience in proper food handling and serving techniques. No experience required for NA-01 grade waiter.