

Town Beach Parking Lot and Snack bar Attendant

Department:	Health & Human Services	Salary Grade:	Hourly
Reports To:	Health & Human Services Administrator	FLSA Status:	Non-Exempt
Appointed By:	Town Administrator	Date:	April 2024

SUMMARY:

This is a seasonal part-time position from June 13, 2024, to August 25, 2024, with approximately 10-20 hours per week (training may occur in May). Under supervision of the Health and Humna Services Administrator and the Recreation Program Administrator. Purpose of position is to maintain order in the parking with the parking of cars, accurately sell daily passes and run the concession stand.

ESSENTIAL JOB FUNCTIONS:

- Present a professional appearance and attitude at all times and maintain a high standard of customer service.
- Perform various maintenance duties as directed to maintain a clean and safe facility including cleaning bathrooms, picking up and removing trash, sweeping floors, and cleaning snack bar.
- Follow proper procedures to maintain a clean and sanitized kitchen facility, handle and serve food properly and stock kitchen as needed.
- Prepare and maintain appropriate revenue reports and accurately manage money.
- Perform miscellaneous job-related duties as assigned.

The work schedule is up to and not to exceed 32 hours per week, the potential schedule will be 11:45-6:00pm. The schedule is set by the Recreation Program Administrator and approved by the Health and Human Services Administrator, from June 13, 2024 – August 20, 2024.

Pay range: \$15.51 per hour.

SUPERVISORY RESPONSIBILITY:

None.

EDUCATION, EXPERIENCE & SPECIAL REQUIREMENTS:

- Must be age 16+.

- Must be dependable and mature.
- Must be able to work weekends and holidays.
- Must be able to work independently.

Knowledge, Skills and Abilities Required:

- Must act and look professional at all times.
- Ability to react calmly and effectively in emergency situations.
- Ability to prepare routine administrative paperwork.
- Ability to follow routine verbal and written instructions.

This is a seasonal part-time position.

To apply please send resume and cover letter to Szediker@lancasterma.gov

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.