

**CITY OF EAST JORDAN
Job Description**

TOURIST PARK ATTENDANT

Supervised by: Parks Director

Supervises: No Supervisory responsibility

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Daily operations and customer service of Tourist Park Campground and Beach.
- Checking in and out of campground visitors.
- Conducting daily sales reports and inventory of campground.
- Performs general maintenance at the Tourist Park, Harbor, Community Park and Rotary Skate Park.
- Maintains grounds, buildings, camping sites, beach area, restrooms and mowing duties within city parks.
- Cleans, paints, rakes beach, trims trees, plants shrubs and flowers.
- Follows up on requests from park users for service.
- Must have basic computer skills

Requirements:

Reliability in attendance. Able to be courteous and helpful with the public. Experience in the work listed in the job description above. Good standards for finished work and willing to work hard.

01/05