



Career Service Authority
Recreation Aide

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GENERAL STATEMENT OF CLASS DUTIES

Performs clerical and custodial work in the operation and maintenance of a recreation facility or golf course.

DISTINGUISHING CHARACTERISTICS

This class is the entry-level of the recreation classes. This class is distinguished from Recreation Facility Assistant by its specific age requirement: at least 14 years of age. They perform clerical and custodial work in the operation and maintenance of a recreation facility or golf course.

Guidelines, Difficulty and Decision Making Level:

Duties assigned are primarily routine, repetitive and restricted in intricacy with little or no discretion in how they are carried out.

Level of Supervision Received and Quality Review:

Under close supervision, the employee receives training to develop skills and abilities in a specific line of work or general occupational area. Work product is subject to close, continuous inspection.

Interpersonal Communications and Purpose:

Contacts with the public or employees where factual information relative to the organization or its functions is received and relayed, or a service rendered, according to established procedures or instructions.

Level of Supervision Exercised:

None

ESSENTIAL DUTIES

Collects entrance fees, makes change and answers the phone as necessary.

Some positions pull carts out and wash golf carts, put carts in the storage area at the end of the day, empty trash and keep the cart storage and golf shop clean.

Some positions maintain and clean the golf driving range by picking up and cleaning driving-range balls.

Checks identification cards and issues receipts for baskets, valuables and clothing.

Some positions clean dressing rooms around swimming pool area, showers and restrooms and replenish supplies as necessary.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledge, and Skills Requirements:

Knowledge of mathematics sufficient to be able to perform calculations.

Knowledge of cleaning agents sufficient to be able to maintain golf equipment.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment for self and others.

Skill in communicating and presenting factual information related to the work assignment.

Skill in maintaining and ensuring cleanliness of equipment.

Skill in understanding and following oral, illustrated, written or demonstrated instructions.

Skill in collecting litter and clearing open areas.

Interpersonal Skills- Shows courtesy, tact, develops and maintains relationships; may deal with people who are difficult, hostile, distressed; relates well to people from varied backgrounds and situations.

Customer Service: Works with customers to provide assistance, resolve problems and satisfy expectations.

Oral Communication: Expresses information to individuals or groups effectively. Has contact with public or employees. Makes clear communications with those involved.

Physical Demands:

Balancing: maintaining body equilibrium to prevent falling over.

Eye/hand/foot coordination: performing work through using two or more.

Feeling: perceiving attributes of objects by means of skin receptors.

Fingering: picking, pinching or otherwise working with fingers.

Hearing: perceiving the nature of objects by the ear.

Pulling: exerting force upon an object so that it is moving to the person.

Pushing: exerting force upon an object so that the object is away.

Reaching: extending the hand (s) and arm (s) in any direction.

Repetitive motions: making frequent movements with a part of the body.

Sitting: remaining in the normal seated position.

Standing: remaining on one's feet in an upright position.

Stooping: bending the body by bending the spine at the waist.
Talking: expressing or exchanging ideas by means of spoken words.
Walking: moving about on foot on uneven surfaces.

Working Environment:

Extreme cold: temperature cold enough to cause marked bodily discomfort.
Extreme heat: temperature hot enough to cause marked bodily discomfort.
Humid: conditions with high moisture content to cause bodily reactions.
Noise: sufficient noise to cause distraction or possible hearing loss.
Subject to many interruptions.
Subject to varying and unpredictable situations.

Education Requirement:

None

Experience Requirement:

None

Licensure and/or Certification:

Must be at least 14 years of age.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 9/16/95

REVISED DATE: 02/01/2002

REVISED BY: Jayne Lujan

CLASS HISTORY