

**ROSS TOWNSHIP  
12086 M-89  
Richland, MI 49083**

## **ROSS TOWNSHIP PARK ATTENDANT JOB DESCRIPTION (3-3-2020)**

### **OVERVIEW:**

Ross Township Park is open between May 1<sup>st</sup> and 1<sup>st</sup> weekend in October, as determined by the Ross Township Supervisor. The Park is open daily from 9:00 am to dusk.

Park Attendants are responsible for ensuring Park safety and enjoyment of visitors while maintaining high-quality appearance and operation of Ross Township Park.

Park Attendants organize, track and collect fees for Daily and Annual Park Passes sold. They are responsible for proper cash handling and accounting of all money received.

Park Attendants carry out general maintenance and clean-up of park grounds, pavilion area, restrooms, and entry booth. Attendants shall inform Park Manager of any issues or concerns.

Park Attendant Shifts are 6.5 hours per day, Opening Shift is from 8:30 am to 3:00 pm and Closing Shift is from 2:30 pm to 9:00 pm.

### **PAY:**

Park Attendant Pay will follow Michigan minimum law requirement of \$9.65/hr. for 2020.

### **DRESS CODE: Please remember you are representing Ross Township**

- Park T-Shirts, shorts, jeans, slacks (no swimsuits)
- Sweatshirts, coats, pullovers, etc. are acceptable when weather dictates
- Ross Township Nametag must be worn at all times while working
- Park Attendants will possess a working cell phone while on duty.

## **PARK ATTENDANT DUTIES:**

### **Opening and Closing Daily:**

- Park gate is opened at 9:00 am and locked at dusk.
- Bathrooms are unlocked at 9:00 am and locked at dusk.
- Bathrooms are checked for cleanliness before opening and twice per day (2:30-3 pm and at closing). Any problems are cleaned up.
- Grounds, picnic tables and cooking grills are checked for debris and trash before opening and twice per day (2:30-3 pm and at closing). Any problems are cleaned up.
- North Beach grates are flushed and beach cleaned before opening.
- Goose droppings are hosed off the sidewalk and raked off grass before opening.

### **Park/Restroom Clean-up:**

- As needed, or during overlap in shifts, Park Attendants are responsible for general clean-up and stocking of restrooms.
  - Pick up any trash
  - Sweep/mop floor, if needed
  - Empty trash can and replace trash bag
  - Stock TP and paper towels as needed
  - Wipe down toilets and urinals if necessary
  - **Park Booth must be locked when Attendant is away.** Restroom and storage keys must be returned to Park Booth immediately after cleanup.

### **Monitoring of Park Guests and Facilities:**

- Attendants are expected to be visible and observing of Park guests' adherence to Park Rules.
- Attendants shall inform Park Manager of any concerns relating to incidents, rule violations, etc.

## Collecting Park Fees:

- Daily Parking Fees: \$10 per car (Guests can re-enter as many times as needed during the day)
- Annual Sticker: \$40 per car (Ross Township residents are eligible to receive a \$15 rebate on their Annual Pass receipt at the Township Office).

Payment must be made in cash or check made out to: Ross Township. **Ross Township does not accept credit cards and all cars must pay.** *When sale of park passes exceeds \$100, deposit enveloped money in grey tube next to booth. A starting cash base of five \$10 bills is kept out. Record daily sales and deposits to grey tube on Daily Log.*

## Daily Recordkeeping:

- Stock Daily and Annual Pass Envelopes in Park Material's Box at beginning and end of shift.
- Complete Daily Log **every day**. (To help ensure everyone is paid).
  - Name, Date, Hours Worked
  - Record Information on number of Park Passes sold (Daily and Annual) and total money collected
  - **For each Annual Pass you sell, write down name, address and annual sticker number on back page of daily log.**
  - Review and complete Restroom Maintenance Checklist.
  - Attach next consecutive Daily Pass to bottom of form.
  - Make necessary notes for Park Manager (or call/text as appropriate)

## End of Day Duties:

Leave Park in great shape for fellow Park Attendants.

- Lock bathrooms and storage room and return keys to booth.
- Clean and organize booth. Empty trash if necessary.
- Put up "No Attendant" sign.
- Lock booth and gate.
- Return bank bag with money collected from sale of Passes and Daily Log to Township Office and deposit in drop off slot. **Keep your "starting cash" with you for your next shift.**

## Shifts:

### Shift schedules and changes must be approved by the Park Manager.

- Call Park Manager if you are going to miss your shift or be late. Give as much advance notice as possible by calling or texting to..... Please leave a message if there is no answer.
- If weather is bad, Park Manager may instruct you to take the day or some part of the day off. If weather turns bad after you have reported to work, please call Park Manager. If you are instructed to take rest of your shift off remember to do normal paperwork and complete other end-of-shift duties.
- Memorial Day, Independence Day and Labor Day are paid at time and a half, and may include extra shift coverage.

## Paydays:

- Every other Monday.
- Paychecks may be picked up at Township Office after 1:00 pm. Paychecks can also be mailed if requested
- **It is your responsibility to return your Daily Log after each shift to ensure you get paid correctly.**

### Emergencies: (If unsure it is an emergency, treat it as if it is an emergency)

- **Call 911 immediately.**
- Then call:
  - Ross Township Office (269) 731-4888 (*Mon-Thurs 9 am – 4:30 pm*)
  - Township Supervisor, Rob Baker (269) 760-6898
  - Park Manager (269)

### Park Incidents: (Maintenance or Non-Safety Issues)

- Please call one of the following, in order listed:
  - Ross Township Office (269) 731-4888 (*Mon-Thurs 9 am – 4:30 pm*)
  - Township Supervisor, Rob Baker (269) 760-6898
  - Park Manager (269)