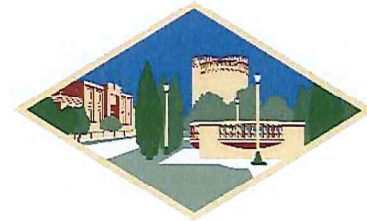


Leeton Shire Council



POSITION DESCRIPTION

Leeton Shire Council Staff Mission and Values:

- ✓ Our mission is to be proudly trusted by the Councillors and the Community to deliver for them the very best outcomes in the most effective manner whilst enjoying a harmonious workplace that values and rewards its workforce for service excellence.
- ✓ We are a values-driven workforce and are committed to demonstrating a set of shared values that we have co-generated as a team of staff. These are:

Trust Respect Integrity Collaboration Communication Innovation

- ✓ With these values leading how we perform our roles, staff have the chance to develop as leaders in their own right, enjoy a sense of **wellbeing** and **safety** and show and receive **loyalty**.

POSITION DETAILS

Position Title	Recreation Attendant
Directorate	Operations
Department	Open Space & Recreation
Location	Leeton Shire Council office, 23-25 Chelmsford Place, Leeton
Salary Grading	Grade 2
Employment Status	Casual
Hours of Work	As required – Hours will vary depending on the time of year / bookings and weather
Supervisor	Recreation Facilities & Program Coordinator
Staff Reporting to Position	▪ NIL
Key Internal Relationships	▪ Pool Supervisor ▪ Manager Open Space & Recreation
Key External Stakeholders	▪ Contractors ▪ General Public

PRIMARY PURPOSE OF POSITION

- ❖ Attend to customers of the Leeton Pool kiosk and Stadium including admissions and selling food and cold drinks.
- ❖ Help undertake equipment set up and cleaning.
- ❖ Assist with running of programs at the Stadium.
- ❖ Supervise patrons using Leeton Pool's waterslide.
- ❖ Supervise pool deck.

This document describes the main responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document.

All staff are expected to demonstrate behaviours that align with Leeton Shire Council core values, Code of Conduct, Child Safe Policy and Equal Employment Opportunity Principles.

POSITION ACCOUNTABILITIES AND RESPONSIBILITIES

Finance:

- ❖ Comply with relevant budget processes and procedures, ensuring appropriate charge numbers and costing codes are used

Strategy:

- ❖ Contribute to the review and updating of internal business processes

Customer/Stakeholder:

- ❖ Attend to customer requests and enquiries
- ❖ Provide specialist information and advice to customers
- ❖ Inform customers of maintenance and repair work to be carried out that directly impacts them
- ❖ Participate in school and interest group tours and talks as appropriate

People Management:

NIL

Operations:

- ❖ Serving customers of the Leeton Pool kiosk/Leeton Indoor Stadium in a polite and friendly manner.
- ❖ Ensuring all patrons of the Leeton Pool are admitted in the correct manner ensuring admission money is collected.
- ❖ Ensuring all activities are performed honestly and diligently.
- ❖ Maintaining a good public relations image with the public.
- ❖ Advising the Recreation Facilities & Program Coordinator of all issues relating to the Leeton Indoor Stadium and pool facility.
- ❖ Daily cleaning and upkeep of pool facility and Leeton Indoor Stadium.
- ❖ Other duties not specified but appropriate to the position or the work of a Recreation Attendant as directed by the Supervisor in charge.
- ❖ Assist in supervision and training of Junior Recreation Attendants.

WORK, HEALTH & SAFETY RESPONSIBILITIES

Workers have an active role to play in the safety of themselves, all employees of council and members of the public. Workers have the following responsibility, authority and accountability:

- ❖ Working safely so as not to put yourself or others at risk.
- ❖ Stopping work in circumstances that are deemed an immediate risk to health and safety until a satisfactory solution is agreed/implemented.
- ❖ Cooperating and complying with safe work methods statements, policies and procedures and participating in their development.
- ❖ Reporting all accident, incidents and hazards to your supervisor/manager immediately and participating in accident/incident investigation and risk management activities.
- ❖ Attend all WHS training.

A full list of Leeton Shire Council's WHS responsibilities and accountabilities are available within the 'Conditions of Employment Essential Information' document.

SELECTION CRITERIA

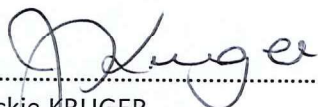
Essential:

Qualifications/Licences/Experience:

1. Must be a minimum of 18 years of age with relevant customer service experience.
2. Must have a current Working with Children Check.

Skills & Attributes:

1. Demonstrate competence in cash handling and cash reconciliation practices.
2. Demonstrate excellent interpersonal skills with the general public and fellow employees.
3. Be capable of completing standard forms (eg timesheets).
4. Be honest and reliable.
5. Be a team player and capable of gaining and maintaining peer support and respect.
6. Accept participation in and willingness to attain skills training as and when required.



Jackie KRUGER
General Manager

I hereby accept the terms and conditions set out in this position description for Recreation Attendant (Casual)

Dated this day of 20.....

.....
Signature