


JOB DESCRIPTION
Hugo Lake State Park Assistant

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| 1. Little Dixie C.A.A | 2. Program: Hugo Lake State Park |
| 3. Reports To: Park Manager | 4. Title: Hugo Lake Park Assistant |
| 5. Grade: Four | 6. Date: September 29, 2014 |
| 7. Approved By: Rebecca Reynolds  | 8. Status: Non-Exempt |

JOB SUMMARY:

The Hugo Park Assistant under the direct supervision of the Park Manager assists in the daily operation of Hugo Lake State Park Marina, cabins and grounds. This position is also responsible for moderately complex maintenance and repair duties. The position performs grounds, facility, and equipment maintenance as required. This position performs additional duties as assigned that may include, but not limited to: general maintenance and repair, custodial duties, customer service, and enforcement of park rules and regulations. The position requires working outdoors, sometimes in inclement weather.

DUTIES AND RESPONSIBILITIES:

1. To provide courteous and professional customer service. Must be able to interact and maintain professionalism with customers who may be irritated and voice complaints regarding facilities or other issues regarding the park operations.
2. To be a part of the Little Dixie Community Action agency team, representing the program and the agency in a professional, positive manner at all times.
3. Maintain a visually pleasing marina area. This includes the entire marina area surrounding the ship store, the marina entrance ramp, the boat slips and docking areas.
4. Must protect the physical and cash assets of the park and marina area.
5. Maintain and administer compliance with all park rules in a friendly, professional and informative manner.
6. Perform all opening and closing procedures as directed by the Park Manager.
7. Makes reservations for cabin rentals, slip rentals, tent camping, etc. Involves obtaining credit and billing information, obtaining proper deposits for reservations and keeping reservation system up to date and accurate.
8. Must be willing to work irregular hours (weekends, holidays, evenings).
9. Prepares daily rental and cash reports.
10. Must be willing to assist other park employees as necessary in the performance of their jobs. All park employees are at times required to be able to perform multiple tasks including those normally assigned to other employees within the park.
11. Drives park vehicles to transport materials, trash and equipment.
12. Works in environments involving pollen, dust, insecticides, cleaning materials, equipment operations, noise, rugged terrain with heavy vegetation, insect hazards, and other potentially hazardous materials using appropriate safety procedures and equipment.

"This job description reflects management's assignment of essential functions; and nothing in this herein restricts management's right to assign or reassign duties and responsibilities to this job at any time."

SUPERVISORY RELATIONSHIP:

The Park Assistant reports to the Park Manager and performs no staff supervision.

QUALIFICATIONS:

1. Knowledge of general retail operations desired.
2. Knowledge of merchandising methods and practices, and of stock control procedures and practices.
3. Skill in using a cash register, credit card equipment, and mechanical tools and equipment.
4. Basic knowledge of computer operations and Microsoft Office functions.
5. Ability to interact with the public and resolve problems and complaints.
6. Knowledge of boats, and other marina equipment desired.
7. Must be able to perform manual labor including lifting and /or moving 25-50 pounds, and climbing ladders.
8. Knowledge of general maintenance procedures and techniques.

MENTAL AND PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

1. Constantly must be able to sit/stand in a stationary position 50% of the time, stoop, bend; walk; talk; hear; use hands to grip, type; reach with hands and arms, occasionally required to stand or walk on uneven surfaces; climb stairs or ladders.
2. Frequently must be able to move about inside the office to access file cabinets, office machinery, etc.
3. Frequently must operate a computer and other office productivity machinery, such as a cash register, calculator, copy machine, and computer printer.
4. Frequently must communicate with staff and others who have inquiries about the program. Must be able to exchange accurate information in these situations.
5. Occasionally must move/carry items weighing up to 50 pounds.
6. Frequently must ascend/descend steps in and out of vehicles.
7. Frequently must visually detect highway signs and interact with traffic while operating a vehicle.

I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

Little Dixie Community Action Agency, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent the essential functions of the job, which the employee must be able to perform either

with or without reasonable accommodation. As an equal opportunity provider and employer, LDCAA will make reasonable accommodations to enable individuals with disabilities to perform their job duties/functions. The listed job functions, duties and responsibilities do not necessarily include all activities that the employee may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time. This position is non-exempt from the provisions of the Fair Labor Standards Act as amended in 1974.

I certify that I understand and accept the responsibilities and duties of this position.

Employee Signature

Date

Employee Name (Printed)