



Quality Assurance Mission Statement: Through a Total Quality Concept, provide everyone who works, visits or participates in our facilities, parks and programs with a safe, enjoyable and fulfilling experience.

RECREATION LEADER II - Bingo (Hourly P/T)

Open until filled

If interested, please submit the following to the Personnel Office located at the District's Administrative Center, 405 Galaxy Ave, Bakersfield, Ca., 93308:

- Employment Application (resumes accepted only with a completed Application)
- Current Employee's can submit an Employee interest form or an updated application. Contact the Personnel Office at 392-2000 for more information, the Employment Application or the Employee Interest Form. These can be downloaded from the district's website at www.norfun.org in the Employment Section.

BASIC FUNCTION

This position works within the Bingo program. Responsible for the concession / snack bar. Keeps food stocked, shop for supplies, prepares and serves food, and set-up and clean-up. This position will also assist in Bingo with setting-up and taking-down chairs.

SALARY

\$8.30 per hour

HOURS

Mondays = 2 hrs, Tuesdays = 8 hrs, Fridays = 8 hrs, between 9:00am through 5:00pm

LOCATION

The Recreation Leader will be assigned to work at Rasmussen Senior Adult Center, 115 E Roberts Lane, Bakersfield, Ca., 93308

QUALIFICATIONS

Must be at least 18 years old with one year of customer service experience and experience in the specific area working with some leadership experience. Have some knowledge of specific activity, concessions and/or Bingo, and cash handling and math skills. Must be able to work well with the public.

CONDITIONS OF EMPLOYMENT WITH THE DISTRICT

An offer of employment will be contingent upon passing the following:

- A background investigation will be conducted to include fingerprinting
- Must submit verification of your identity and citizenship or legal right to work in the United States

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Work performed will be in a Senior Community Center. The Recreation Leader will be required to move tables and chairs (buddy system) and equipment. Regularly required to use math skills to handle money, compute deposits and paperwork. Required to work with the public and may be required to accurately communicate information to participant groups.

The qualification requirements listed above are representative of the knowledge, skill, and/or ability required to perform the essential functions of the job. Physical demands and work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DUTIES AND RESPONSIBILITIES

The following typical tasks and responsibilities are representative of the position's essential duties.

- **QUALITY ASSURANCE:** Provide outstanding customer service; interact with customers and co-workers in a positive and courteous manner; as a team member, responsible for the efficient and effective delivery of services.
- Responsible for the concession / snack bar to include keeping food stocked, shopping for supplies, prepare and serve the food, take money and give change, and set-up and clean-up of area.
- Assists with set-up and take down of program or facility which would include moving and setting up tables and chairs, equipment, and preparation of snack food.
- Required to do basic routine maintenance care of assigned area or facility.
- Must maintain an appropriate customer service attitude.
- May perform a variety of tasks including organizing and leading recreation activities or programs related to seniors;
- May be required to receive and account for program income including daily deposits, on-site receipting of registration money, or maintain accurate reports and records.
- Report accidents and unsafe conditions as they occur and assist in eliminating unsafe conditions.
- Performs other duties as assigned.

AN EQUAL OPPORTUNITY EMPLOYER

North of the River Recreation and Park District, 405 Galaxy Avenue, Bakersfield, Ca., 93308 (661) 392-2000

www.norfun.org