

*Arenac County...Parks & Recreation*

120 North Grove St., P.O. Box 747. Standish, Michigan 48658

517-846-6188

DATE: May 15, 2013

SUBJECT: Parks Personnel Responsibilities

In order to maintain and operate all Arenac County Parks in a professional and courteous manner in serving the public in accordance with Arenac County Ordinance 12, the following is a description of the duties of the park personnel:

- (1) Unlock and re-lock parks gates and buildings per specified hours.
- (2) Staff administration booth to collect vehicle entrance fees, sell season passes, collect special passes, answer questions and distribute recreational equipment according to established procedures.
- (3) Place life-preserving equipment at proper locations at start of shift and retrieve at end of shift.
- (4) Clean, sweep, mop bathhouse and rest room daily and restock toilet paper, etc., as needed.
- (5) Clean all pavilion area's daily.
- (6) Empty and replace garbage containers as needed, during the shift and again at end of shift.
- (7) Patrol park and beach area, picking up litter, being alert of possible problems and/or emergencies that may develop with park patrons.
- (8) Report any acts of vandalism, damage to county property, problems or complaints from patrons, to the Parks Supervisor immediately, if the Parks Supervisor is not available, notify the Chairman of the Parks Commission, or dial 911 if needed.
- (9) Maintain horseshoe pits and volleyball areas; rake sand as needed, check nets and stakes.
- (10) Clean and maintain cooking grills daily. Dispose of ashes in an approved container, to a designated area.
- (11) Repair, paint and maintain picnic tables and other parks property as needed.
- (12) Cut, trim grass, trim brush and weeds and perform other miscellaneous tasks deemed necessary by Parks Supervisor.
- (13) Deposit daily receipts in night deposit box at specified bank as per established procedure and/or Parks Supervisors instructions.
- (14) Perform any other duties as prescribed by parks Supervisor.
- (15) Return Park uniform or the cost will be deducted from final paycheck.

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Signed

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Date