



HUMAN RESOURCES  
TELEPHONE 508-946-8808

# Town of Lakeville

Town Office Building  
346 Bedford Street  
Lakeville, MA 02347

## INTERNAL/EXTERNAL JOB POSTING

### **CLEAR POND ATTENDANT (SEASONAL) FULL-TIME & PART-TIME POSITIONS AVAILABLE**

**POSTING DATE:**

**POSITION:** Attendant for the Town of Lakeville Clear Pond Park. Full job description is attached to this posting and is available in the Human Resources Office. Apply to the HR Department at [HR@lakevillema.org](mailto:HR@lakevillema.org)

**HOURS:** 10:00 a.m. to 6:00 p.m. Sunday-Saturday

**WAGES:** \$13.06-15.54 per hour, Non-Union employee

**DUTIES:** To perform tasks related to the general functioning of the Clear Pond Park such as running concession stands, coordinating parking and assisting with activities. This is a seasonal position, consisting of a nine to ten-week employment term.

**QUALIFICATIONS:** Must be at least 16 and have a valid work permit and the availability to work the required hours. Must have transportation to and from work.

**POSTING CLOSING:**

*The Town of Lakeville provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, ancestry, disability status, genetics, pregnancy or pregnancy-related conditions, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal and state laws. Applicants with disabilities needing reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact the Human Resources Department at [HR@lakevillema.org](mailto:HR@lakevillema.org) or 508-946-8808.*

**TOWN OF LAKEVILLE  
CLEAR POND ATTENDANT (SEASONAL)  
JOB DESCRIPTION**

**GENERAL STATEMENT OF DUTIES:** To perform tasks related to the general functioning of the Clear Pond Park such as running concession stands, coordinating parking and assisting with activities. This is a seasonal position, consisting of a nine to ten-week employment term.

**SUPERVISION RECEIVED:** Works under the general supervision received from the Clear Pond Park Director.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Operate a concession stand. Duties include processing payments, maintaining cash records and receipts, ordering supplies, cleaning and maintenance.

Provide maintenance and cleaning of the grounds and buildings, including removing trash as needed.

Assist with the setup and breakdown of barbeque grills, tables, chairs etc. for special events.

Establish and maintain effective working relationships with associates and the public.

Oversee/maintain playgrounds, grills, and mini-golf area.

General duties include cleaning, sanitizing and maintenance of the public facilities.

Assist with outdoor group outings for birthday parties, family outings and small businesses.

Performs other related duties as required.

**QUALIFICATIONS AND SKILLS:**

Ability to communicate effectively with individuals and groups.

Must exercise tact and judgment in maintaining order and discipline, and enforcing Park regulations.

Ability to multitask and perform work under minimal supervision.

**EXPERIENCE AND TRAINING:**

Must have a valid work permit and the availability to work the required hours. Must have transportation to and from work. Interview and reference check. CORI evaluation and drug test required for individuals over 18 years of age.

**PHYSICAL REQUIREMENTS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.*

Moderate physical effort generally required. Frequently required to spend several hours standing, sitting and walking in various weather conditions. Physical mobility required such as bending, reaching, pulling, stooping and lifting objects which weigh fifty (50) pounds or more.

**WORKING CONDITIONS:**

Required to perform job duties during outdoor weather conditions for long periods of time. Depending on various circumstances, start and finish times may vary.

This is a seasonal position, consisting of a nine to ten-week employment term. The Clear Pond Park hours of operation are from 10:00 AM to 6:00 PM Sunday through Saturday. Work is generally performed outdoors under variable weather conditions. Depending on various circumstances, start and finish times may vary.

***This position is a non-exempt position as regarding federal and state minimum wage and overtime requirements and, therefore, is eligible to be paid at the rate of time and one half if included in operational budget (i.e. one- and one-half times) the regular rate of pay for all hours worked beyond forty hours in a workweek.)***

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*