

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Volunteer, Farmstead	JOB NO:	VOL120
DEPARTMENT:	Recreation Services	DATE:	02/04/2016
DIVISION:	Farmstead	FLSA STATUS:	NE
REPORTS TO:	Supervisor, Volunteer Program	COST CENTER:	531
FULL-TIME: PART-TIME: TEMPORARY: SEASONAL:			

REPLACES:

DATE:

JOB SUMMARY STATEMENT:

Waits on customers in the volunteer areas at the Farmstead as scheduled. Areas include gardening/maintenance, animal care/petting pens, general store, ice cream parlor, bank, barber shop, blacksmith shop, photo studio, fishing shack, pony rides, dairy barn, mining, schoolhouse, greeter, ticket booths, and birthday parties.

DUTIES AND RESPONSIBILITIES:

1. Waits on customers at volunteer assignments within the Farmstead.
2. Provides general information and customer service to the public by answering questions, providing direction, and enforcing rules.
3. Serves requested items, collects fees, and enters information and cash or credit card into point-of-sale system to record sale. Makes change if necessary.
4. Assists in ensuring a safe environment for animals, visitors and general public in the petting pens and dairy barn. Identifies safety hazards and informs supervisor of hazards. Takes corrective action.
5. Assists in cleaning of work areas. Includes sweeping, mopping, dusting, removal of trash, raking/removal of animal manure. Maintains a clean and functional work area. Picks up debris and disposes of properly in all areas of the Farmstead.
6. Performs other duties as assigned.
7. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
8. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Basic eighth grade education

EXPERIENCE:

None.

SKILLS:

1. Manual dexterity
2. Good communication skills
3. Basic reading and math skills
4. Good memory skills

MENTAL REQUIREMENTS:

1. Ability to receive training and maintain knowledge of Farmstead activities and programs
2. Ability to engage the public in conversation
3. Ability to work under distracting conditions
4. Ability to perform basic math calculations
5. Ability to carry out assignments through oral and written instructions
6. Ability to learn and operate point-of-sale system

PHYSICAL REQUIREMENTS:

1. Ability to greet and assist the general public
2. Ability to sit or stand and be attentive for extended periods of time
3. Exposure to extreme environmental conditions
4. Ability to operate a cash register
5. Ability to operate food preparation equipment such as microwave, beverage dispenser, hot dog machine

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

None.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.