

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Summer Program Worker		Class Code: 0SPWBB
	FLSA Status: Non-Exempt	Salary Schedule: COMOT	Effective Date:
	Summary: Incumbent works in state departments and institutions performed in connection with seasonal factors affecting the workload of the facility.		

Duties:

- Sorts and files material makes simple file classifications, and pulls filed material;
- Acts as receptionist, keeps appointment records, announces and directs callers and gives general information, reads and routes mail and office records, or posts records and simple statistical or other information;
- Performs general cleaning including dusting, mopping, stripping, waxing, buffing floors; shampooing and vacuuming carpets and upholstery; emptying trash; washing walls and windows;
- Sanitizes restroom facilities utilizing a variety of cleaning agents;
- Performs minor grounds maintenance such as mowing, trimming and trash removal;
- Greets park visitors and collects entrance or other usage fees, providing correct change and accounting for funds received;
- Operates public attractions such as rides and sports and recreation facilities in accordance with existing safety precautions and prudent behavior;
- Acts as a Lifeguard for swimming facilities;
- Performs related work as assigned.

Job Requirements:

- Working knowledge of business English and spelling, and ability to write in a clear and legible manner;
- Ability to make rapid and accurate arithmetic calculations and tabulations;
- Ability to maintain simple records and to prepare reports from such records;
- Ability to understand and follow verbal and written instructions;
- Ability to maintain working relations with other employees and the public;
- Must have appropriate license and/or certification of competence as required.

Responsibility:

Incumbent is assigned general tasks. Employee is under close supervision initially, but after this period, routine work accuracy and results are checked occasionally and employee receives detailed instructions only on new work assignments. Incumbent makes some decisions within established policies and rules when minor problems are encountered. The consequences of error are generally minimal, although care must be taken to avoid danger to patrons and co-workers when engaged in activities that pose a potential risk of physical harm.

Personal Work Relationships:

Contacts are with co-workers and the general public for the purpose of exchanging information and maintaining coordination in a safe working or play environment.

Physical Effort:

Work may be performed in a variety of setting ranging from an office setting to outdoors in inclement weather.