

CITY OF MILPITAS
Established: December 1993
Revised: September 2006
EEOC: Office & Clerical
FLSA: Non-Exempt
Unit: Protech
Physical: 1

RECREATION SERVICES ASSISTANT I
Food Server

DEFINITION

To perform entry-level work in the implementation of recreational/leisure service programs and activities.

DISTINGUISHING CHARACTERISTICS

This is an entry level position in the Recreation Services Assistant I series. Positions assigned to this class are distinguished from II level by the performance of less than the full range of duties as assigned to the journey level class within this series. This class is typically used as a training class in that incumbents may have only limited or no directly related work experience.

SUPERVISION RECEIVED AND EXERCISED

May receive direct supervision from the Program Coordinator or Recreation Services Supervisor according to assigned area of responsibility. May receive indirect supervision from Recreation Services Assistant II or III.

Exercises no supervision.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Perform routine duties in carrying out recreational/leisure services activities as assigned.

Issue and collect equipment and supplies.

Set up apparatus and make minor repairs on equipment.

Maintain discipline and encourage observance of required safety precautions.

CITY OF MILPITAS
Recreation Services Assistant I

EXAMPLES OF DUTIES

Accompany participant groups at special events and assist recreation leaders in keeping order.

Assist in the planning and organizing of recreational activities and programs in assigned areas.

Perform related duties as assigned.

Coordinates and maintains safe and sanitary procedures according to the nutrition standards and policies for food service.

Directs volunteers in setting up dining room, serving of food and clean-up of kitchen and dining areas.

Cleans all equipment and work areas.

Monitors supplies and informs supervisor of problems regarding meal delivery, food service and other related areas.

Assist in first aid as needed.

MINIMUM QUALIFICATIONS

Knowledge of:

- Safe work practices.
- Equipment and tools used in area of assignment.

Ability to:

- Communicate and work effectively with the public.
- Understand and carry out oral and written directions.
- Assist in first aid if necessary.

EXPERIENCE AND EDUCATION

Any combination of education and experience that would likely provide the required knowledge and abilities would be qualifying.

LICENSE OR CERTIFICATE:

- Possession of or ability to obtain and maintain, an appropriate, valid California Driver's License.

CITY OF MILPITAS
Recreation Services Assistant I

LICENSE OR CERTIFICATE:

- Within six months of appointment, employee must have the following Certificates:
 - First Aid
 - CPR

SPECIAL REQUIREMENTS:

Essential duties require the following physical abilities and work environment.

Work is performed in a kitchen / office / recreational setting; will be exposed to the elements and sits, stands, walks, kneels, crouches, twist, reaches, bends, crawls, and grasp; must be able to lift, carry, push, pull, drag equipment weighing up to 40 lbs.; climbing up step stool ladders to stack equipment and supplies.

Approved by:

City Manager

Date

Human Resources Director

Date