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JOB DESCRIPTION

JOB TITLE: Rest Area Attendant

FLSA STATUS: Non-Exempt

DATE: 07/19/2022

Fulltime / Part Time

REPORTS TO: Director of Operations

POSITION SUMMARY:

Assist with daily operations of the I-43 Rest Area by providing light janitorial/maintenance services to ensure safety and customer satisfaction.

ESSENTIAL JOB FUNCTIONS:

- Ensure cleanliness quality standards.
- Complete all reports in a timely basis and as directed.
- Maintain good verbal and written communication with all staff and workers.
- Follow and enforce all safety rules.
- Respond to emergency situations promptly and if necessary, call 911 and administer First Aid or CPR/AED.
- Report any and all accidents/injuries along with filling out reports within 24 hours.
- Promote and maintain confidentiality of clients.
- Perform any other duties assigned by management.

JOB REQUIREMENTS:

- Must pass a criminal background check
- Must have a valid Wisconsin driver's license.
- Must be patient and understanding.
- Must have good written and verbal communication skills.
- Must have proof of insurance
- Knowledge of OSHA Standards and how they apply to building maintenance.

EDUCATION: High school graduate or its equivalent.

EXPERIENCE:

- Experience working with people who are developmentally disabled is a plus.
- Ability to operate equipment such as snow blowers, mowers, compressors, pressure machines, chain saws, and tractors etc. a plus
- Customer service
- Janitorial experience a plus

SKILLS:

Strong leadership and organizational skills. Must have mechanical/hands on skills. Must possess effective verbal and written communication skills. Must demonstrate effective problem-solving skills. Must understand that serving others is an important component of this position. Must be creative,

community-minded and energized by a highly diverse and collaborative environment. Knowledge of and experience in computer operations. Must have a valid driver's license in good standing.

Must be able to meet Ascend Services Insurance Carriers Vehicle Insurability Standards. Must be able to stand for lengthy periods of time. Must be able to lift up to 50 lbs. with assistance. Must be able to bend/squat/twist/kneel frequently. Must be able to physically transfer client from a wheelchair in a safe manner.

SUPERVISORY RESPONSIBILITIES: None.

WORKING CONDITIONS:

Work indoor and outdoor all year round. Work under seasonal conditions of cold, wet, heat and humidity. Will work with cleaning chemicals.

Required to work holidays that occur during regular work shift.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT

Employee Print Name

Employee Signature

Supervisor's/HR/Exec. Director Signature

Date

Date