



**JOB TITLE:** Rest Area Attendant  
**FLSA:** Non-Exempt

**REPORTS TO:** Director of Operations  
 Fulltime /  Part Time

**Position Summary:**

The Rest Area Attendant supports the daily operations of the I-43 Rest Area by performing light janitorial and maintenance tasks to ensure a clean, safe, and welcoming environment for all visitors. In addition, this position transports clients in the Prevocational Services program to the rest area, provides guidance and support during their work activities, and helps ensure their safety, engagement, and success throughout the workday.

**Essential Job Functions:**

- Maintain cleanliness and adhere to established quality standards.
- Complete required reports accurately and on time.
- Communicate effectively with all staff and coworkers.
- Follow and enforce all safety rules and procedures.
- Respond promptly to emergency situations; contact 911 when necessary and provide First Aid or CPR/AED as trained.
- Report all accidents and injuries and complete related documentation within 24 hours.
- Protect and maintain the confidentiality of all clients.
- Perform additional duties as assigned by management.

**JOB REQUIREMENTS:**

- Successful completion of a criminal background check.
- Valid Wisconsin driver's license.
- Demonstrated patience, understanding, and professionalism.
- Strong written and verbal communication skills.
- Proof of insurance.
- Basic knowledge of OSHA standards as they relate to building maintenance.

**EDUCATION:** High School diploma or equivalent.

**EXPERIENCE:**

- Experience working with individuals who are developmentally disabled is preferred.
- Experience operating equipment such as snow blowers, mowers, compressors, pressure washers, chain saws, and tractors is a plus.
- Customer service experience.
- Prior janitorial experience is helpful.

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT**



**SKILLS:**

- Strong leadership, organizational, and mechanical/hands-on skills.
- Effective verbal and written communication abilities.
- Strong problem-solving skills.
- A commitment to serving others as an essential part of the role.
- Creativity, community-mindedness, and the ability to thrive in a diverse, collaborative environment.
- Basic computer knowledge and experience.
- Valid driver’s license in good standing.
- Ability to meet Ascend Services’ vehicle insurability requirements.
- Ability to stand for long periods; lift up to 50 lbs. with assistance; frequently bend, squat, twist, and kneel.
- Ability to safely assist in transferring a client from a wheelchair.

**WORKING CONDITIONS**

- Work performed both indoors and outdoors year-round.
- Exposure to varying weather conditions, including cold, heat, humidity, and wet environments.
- Regular use of cleaning chemicals.
- Required to work holidays that fall within the regular work schedule.

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**Employee Print Name**

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**Employee Signature**

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**Date**

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**Supervisor Signature**

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**Date**

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