

FILLING STATION or RAILFAN PARK ATTENDANT (Part-time)

Immediate Supervisor: Director MPR & Tourism
Department/Division: Tourism Department
Band: N/A
Grade: N/A
Subgrade: N/A
FLSA Status: Non-Exempt, Non-Union, Hourly

Revised Date: August 2019

CM Approval/Date:

JOB SUMMARY:

Responsible for greeting visitors, distribute information of the area/events and the general upkeep of the historic Standard Oil Filling Station or Railfan Park.

GENERAL DUTIES AND RESPONSIBILITIES:

1. Serves as an ambassador of Rochelle, greeting and answering questions about the City, its unique history, and current local attractions.
2. Assists with purchase of merchandise and inventory.
3. Performs cleaning of building interior, restrooms and grounds including trash removal.
4. Decorates the facility as directed.
5. Hours of work are on limited days and during special events in Downtown Rochelle.
6. Performs other duties as assigned.

QUALIFICATIONS-EDUCATION REQUIREMENTS-EXPERIENCE AND TRAINING

1. High School diploma or equivalent.
2. Demonstrated communication skills in speaking (both in person and on the phone), writing, and listening.
3. Past customer service-related experience preferred.

COMMUNICATION

1. Serves as ambassador of the City of Rochelle to visitors and residents.
2. Communicates the City's mission, vision and values through words and actions.
3. Communicates effectively, both orally and in writing with citizens/customers, department heads and city employees.
4. Works cooperatively with all employees toward the common goal of providing high quality services.
5. Works independently with minimal supervision.
6. Exhibits excellent interpersonal and human relationship skills.

LEADERSHIP

1. Exhibits behavior consistent with the mission, vision and values of the City of Rochelle.
2. Furthers the vision and values of the city through excellent customer service, creative problem solving, decision making and stewardship of city resources.
3. Provides teaching, mentoring and motivation to other employees within the organization through the sharing of knowledge, skills and information; is proactive in performing and improving his/her own work and suggests and participates in projects and activities to improve the function of the entire organization.

MANAGEMENT

1. Is accountable for the delivery of quality services and work product as a part of the overall department and city-wide strategic direction, goals and objectives.
2. Effectively manages multiple assignments and priorities to ensure the fulfillment of projects, tasks and responsibilities.
3. Assists in the preparation of and adherence to operational budgets and exhibits good stewardship of the organization's resources.

PHYSICAL AND OTHER REQUIREMENTS:

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting up to 25lbs, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, and 20% standing. The job is performed mainly in an office setting, under minimal temperature variations and in a generally hazard free environment.

EXPERIENCE: Some experience with customer service.

LICENSING REQUIREMENTS: Transportation to work location is required.
Valid Driver's License may be required

This job description is intended to represent the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

I acknowledge receipt of the job description for the position: Filling Station or Railfan Park Attendant - PT

Signed: _____ Date _____

Printed Name: _____