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## Parks Seasonal Orientation May 2023-Agenda

### Orientation

- Seasonal Positions
- Time Sheets
- Employee Responsibilities and Expectations
- Schedules (vacations and switching days off)
- Rules and regulations
  - Uniform Policy
  - Cell Phones
  - Punctuality
  - Reprimands
- Chain of Command

**\*Great customer service is key to a successful fun filled day in our facilities. Always conduct yourself in a professional manner on and off duty while working for The Westchester County Parks Department.**

## Seasonal Positions

- Cashiers/Rec Attendant
- Seasonal Laborer/Bathroom Attendant
- Office Staff
- Park Pass
- Umbrella (pools and beaches)
- Ticket Ripper (pools and beaches)
- Life Vest (pools and beaches)
- Splash Pad/Aqua Playground/Slides (pools, depending on what you have at your facility)
- Range Officer (Blue Mountain Sportsman Center)
- Lifeguard (pools and beaches)

## Time Sheets

Parks employees must:

- Report to main office or maintenance garage when you arrive to work.
- Sign in on your sign in sheet upon arrival.
- Take your scheduled break at the designated time.
- Make sure you sign in and out for your shift and lunch break each day.

## Employee Responsibilities

### Cashiers/Rec Attendant/Seasonal Laborer

- Cashiers are responsible for their cash box/money tray and are required to count their box first thing in the morning and throughout the day when pickups are made by managers.
- All money should be recorded on pickup slips and on your registers transactions history.
- Cashiers are responsible for keeping their workspace clean.
- Cashiers have to stay at their post at all times or until you are relieved by a manager or another employee.
- Employees are responsible for sweeping and cleaning their work areas, hallways, offices, bathrooms, break rooms and any area that patrons utilize.

- All other positions and tasks you are assigned to throughout the facility must be handled appropriately and professionally.
- Seasonal Laborers are responsible to help with the upkeep and overall maintenance of the facility. This includes but is not limited to garbage collection and disposal, grass cutting duties, bathroom cleaning and pool/beach maintenance.

## Range Officer (Blue Mountain Sportsmen Center)

- Supervise shooters at the range.
- Inspects the weapons and the ammunition.
- Responsible for assigning the patrons to targets.
- Gives the commands for firing.
- Responsible for certifying individual shooters for use of the range.
- Supervises, directs and participates with the policing of the range.
- Must report all infractions of rules and regulations on the range.
- Must make reports on certifications, maintenance and operations.
- Assists in establishing safety regulations.
- Available to teach the handling and care of firearms and equipment.
- Responsible for any other task that may be required on the range.

## Lifeguard Captain

(*Lifeguard Lieutenant*, same or similar duties as the Captain. Acts as Captain during the Captains absence)

- Responsible for arranging the lifeguard schedules.
- Supervises enforcement of beach and pool regulations.
- Supervise and may participate in the cleaning of the bathing area before and during hours of operation.
- Responsible for scheduling, monitoring and participating in training lifeguards in water safety principles and use of life saving equipment.
- You must at all times maintain discipline among the lifeguards.
- Responsible for and performs rescue operations and must follow rescue procedures.

- Supervises and administers first aid or CPR to victims of an emergency.
- Patrols beach and pool during operating hours.

## Lifeguard

- Responsible for patrolling the bathing area during operating hours.
- Responsible for patrolling the open water if assigned to a beach.
- You must always enforce the rules of the facility.
- You must respond quickly to emergency situations.
- Administers first aid or CPR to victims of an emergency.
- Responsible for getting to bathers in danger by means of kayak, boat, rescue board etc. Then performs rescue procedures.
- Participates in cleaning the bathing area before and during operating hours.
- Assist in teaching learn to swim and other aquatic activities.
- Always conduct yourself in a professional manner.

## Schedules

- All schedules will be made in advance.
- If you have vacations scheduled during the season, please inform the manager ASAP.
- Your days off will be on weekdays as all seasonal employees are required to work weekends. The weekends are the busiest days this time of year.
- If at any time you need to take alternate days off, you are allowed to switch with a coworker. A manager must approve this schedule change. Please give 48 hours' notice for a potential schedule change.

## Rules and Regulations

- You must arrive to work on time, be ready for your shift and at your post at the time that is specified on your schedule.

- Cahiers are responsible for their cash box/register and the money within it at all times. If there is ever a problem, report it to your manager and/or superintendent.
- All employees are responsible for their respective job/position and should be professional at all times.
- Cell phone use is prohibited while on duty, you are allowed to keep it on for emergencies.

### **Reprimands** (Violations of staff regulations will result in official reprimands.)

- The first violation will result in a verbal warning from your manager.
- The second violation will result in meeting with the manager and the Park Superintendent.
- The third violation will result in a written warning notice that will reflect in your employee folder.
- The fourth will result in possible termination of employment.

**\*Please get fully acquainted with the PRC Handbook and all other manuals as these will be your guide for a positive, safe and enjoyable season of employment with The Westchester County Parks Department.**

# Chain of Command

