The Jamestown Parks and Recreation Department is committed to offering quality recreational opportunities and services to make the community the best place to live and play.

Our Core Values: Community, Excellence, Integrity, Accessible for all, Ongoing Improvement, and FUN!

Job Title:	Environmental Services Attendant
Reports To:	Programs and Special Events Manager
Classification:	Operations I
Salary Range:	$9.45 - $18.90 hourly
FLSA Status:	Part time Non-Exempt hourly
Location:	The Bunker, Jamestown, ND 58401

Job Summary: Under the general supervision of the Programs and Special Events Manager the Environmental Services Attendant will provide all cleaning and rental set up services for The Bunker. This position is responsible for maintaining a safe and sanitary environment for visitors and employees.

Cleans and maintains the Bunker facilities as directed. Includes responsibilities such as cleaning, removing trash, and room set up. Responsible for proper chemical usage and maintaining a safe environment, including storage of chemicals. Other duties as assigned

Essential Duties and Responsibilities:

- Floor Care - Dusts, vacuum, damp and dry mop floors.
- Trash Removal - Empties waste baskets, replaces liners per area/unit specification and washes receptacles as needed.
- High/Low and Surface Cleaning - Cleans walls, windows, chairs and tables, per departmental procedures.
- Supplies/Equipment - Maintains Environmental Services closets throughout the facility. Care and use of equipment per departmental procedures and manufacturers' guidelines.
- Majority of work will be indoors some duties will include working outside.
- Performs all duties in an independent manner with little or no supervision.
- Assures that buildings and grounds are clean and safe.
- Coordinates with Bunker Attendant Staff.
- Utilizes housekeeping equipment in a safe and efficient manner.
- Participates in in-service educational programs and staff meetings.
- Responds in a timely manner to all needs for facility cleaning requests.
- Submits paperwork accurately and timely.
- Perform other duties as required or assigned which are reasonable within the scope of the duties of this job classification.
- Upholds JPRD values and works to fulfill the mission of the organization.

Qualifications:

- Must be dependable and have reliable transportation.
- Ability to communicate in English to understand and respond to basic verbal and written English language instruction.
- Ability to perform physical requirements of position as outlined.
- Position requires a person with a positive attitude who is pleasant, cooperative, committed to the team approach and displays a professional demeanor with members, families, guests and fellow workers.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements:
While performing the duties of this job, this employee must sit, stand, walk and kneel. Must be able to speak, hear and understand the English language. This employee is required to lift and/or move up to 30 pounds. This employee occasionally is required to lift and/or move up to 50 pounds.

Direct Reports: None

AAP/EEO Statement:
JPRD provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Approved by:	Amy Walters, Executive Director
Date approved:	10/20/2025
Reviewed/Updated:	
Date:	