



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Field Division	Park Aide (Seasonal)	549-672-0986-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Capital District	Park Aide	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Interpretation and Education	2701 L Street, Sacramento	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Guide II, Historic Monument (Supervisor)
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
Under the supervision of the Guide II, Historic Monument (Supervisor), the Park Aide is part of a team that provides quality visitor service and interpretation at Sutter's Fort and the State Indian Museum. The Park Aide will report to Sutter's Fort State Historic Park located at 2701 L Street in Sacramento. This position will also work at the State Indian Museum when needed. This position will be scheduled between 2-5 days a week, including weekends and holidays. This position is not to exceed 1500 hours within a 12-month period.		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
40%	<u>VISITOR SERVICES AND REVENUE COLLECTION</u> Provide exceptional customer service to all visitors. Perform opening and closing procedures for shift location. Collecting Museum entrance fees and answering visitor questions via phone or in person relating to State Parks, Sutter's Fort State Historic Park, State Indian Museum, and surrounding areas. Report issues, and account for supplies and equipment used in the operation and maintenance of Museum facilities. Always maintain a professional attitude and appearance. Good verbal and written communication skills, ability to comprehend job assignments.	
20%	<u>ACCOUNTING</u> Accurately maintain daily admission fee sales and change funds. Accurately account for daily revenues collected and compile daily attendance figures. Be proficient in the operation of a cash register and personal computer. Be proficient in all Museum and State Park cash handling procedures and policies.	
20%	<u>INTERPRETATION</u> Become knowledgeable about the history of Sutter's Fort and the State Indian Museum, its facilities, interpretive programs, and its collections. Provide interpretive orientation to school and visitor groups. Provide accurate information on special events and exhibits and other Museum Programs. Answer questions and provide informal interpretation to visitors. Participate in formal interpretive programs when needed.	
15%	<u>MAINTENANCE</u> Maintain a clean, orderly, and safe workspace. Actively participate in daily housekeeping program. Be familiar with the locations of all safety and first aid equipment. Report all	

	housekeeping and safety concerns to appropriate staff members. Assist maintenance and curatorial staff with the cleaning of exhibit rooms and items when needed.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
Lift up to 25 lbs. Ability to bend, stoop, lift, sit, and stand for long periods of time. Walk distances on uneven surfaces often outside. Working outdoors in the heat under dusty conditions.		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible		
SPECIAL REQUIREMENTS:		
Occasional travel may be required. Possession of a valid driver's license is required when operating a state owned or leased vehicle.		
The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.		
SUPERVISOR STATEMENT:		
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT:		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE