



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	Senior Park Aide (Seasonal)	549-670-1035-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Capital	Senior Park Aide (Seasonal)	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Service Driven	Leland Stanford Mansion State Historic Park	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input checked="" type="checkbox"/> Housing is not available		Staff Park and Recreation Specialist
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
<input type="checkbox"/> Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
<p>Under the direction of the Staff Park and Recreation Specialist, the Senior Park Aide will assist the District Special Event Program Lead with indoor and outdoor event preparation including the set-up/ tear down, cleanup of events, help maintain event rental inventory and will provide general help/support to public special event visitors at multiple sites within the Capital District. The Senior Park Aide will work closely with District maintenance personnel, various special event vendors, a team of highly skilled museum collections staff and interpretive/guide staff when needed. The Senior Park Aide will greet visitors during events and keep special event venues clean. The Senior Park Aide may be asked to move/position or stage historic furniture for event set-ups (with assistance from collections staff). The Senior Park Aide trains lower-level seasonal employees on event housekeeping and public contact work. The Senior Park Aide will work on a temporary or seasonal basis, up to but no more than 1500 hours in a calendar year. This position will be scheduled between 4-5 days a week, which will include weekends and holidays. The reporting location for this position is the State government protocol facility, Leland Stanford Mansion State Historic Park (SHP), at 800 N Street Sacramento, CA 95814.</p>		
<p>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.</p>		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
30%	<p><u>EVENT HOUSEKEEPING</u></p> <p>The Senior Park Aide will assist the District Services team by helping with special events, i.e., event preparation/set up, tear down, and maintaining event inventory (tables, chairs, labeling tablecloths, polishing silverware, preparing table settings, getting linens ready for drycleaning pick up, tracking event rental items). Organize event storage areas (at Leland Stanford SHP and the Railroad Museum), various assigned special projects related to the events program.</p>	
30%	<p><u>DISTRICT SERVICES SUPPORT</u></p> <p>Help educate special event vendors and catering staff on the protection of the historic fabric of the buildings and historic landscapes that are used for events and alert supervisor if something needs to be addressed in regard to risk to resources or general</p>	

	public safety. Maintain a professional attitude and appearance when performing public contact work.	
20%	<u>LEADERSHIP</u> Lead and support Park Aides by training them in visitor services and special event housekeeping. May create work schedules for Park Aides and assist them with timesheet completion. Relieve Park Aides for breaks and lunches. Inspect housekeeping duties performed by Park Aides to ensure work is completed properly. Educate Park Aides and/or Youth Aides on park rules, regulations, and policies as well as customer service to ensure welcoming, consistent and professional public contact work is performed throughout the park.	
15%	<u>ADMINISTRATION</u> Track special event expenditures and attendance. Monitors outlook calendars for upcoming events.	
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. Employee must provide the best customer service possible. Familiar with the general operation of a personal computer. Good verbal and written communication skills, ability to comprehend job assignments.		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
<input type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input checked="" type="checkbox"/> 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