

NATURAL RESOURCES WORKER

KIND OF WORK

Limited support tasks as specifically directed for the Department of Natural Resources.

NATURE AND PURPOSE

Under immediate supervision, performs routine, repetitive support tasks.

This class differs from other state classes such as Parks Worker, Buildings & Grounds Worker, Food Service Worker, Natural Resources Douglas Lodge Custodial Worker, Laborer-General, Student Worker Custodial/Maintenance, and Student Worker Clerical, in that these positions do not have responsibility areas for which they are accountable; rather, they have individual tasks that are highly directed and controlled.

EXAMPLES OF WORK (A position will not include all the work examples given, nor does the list include all that may be assigned. Each position will perform a limited number of the following types of tasks.)

Greet visitors and provide basic information to visitors and callers.

Collect fees for goods and services.

Perform simple recordkeeping tasks.

Assist with merchandise.

Assist with special events.

Perform routine cleaning tasks.

Collect and dispose of litter and other waste products.

Perform routine grounds maintenance.

Assist with maintenance and development tasks.

Paint facilities and other structures.

Load, unload and deliver supplies and materials.

Take food orders and deliver food to customers.

Bus dirty tables and reset with clean table settings.

Clean and refill items in dining rooms as needed.

Clean assigned restaurant areas.

Wash dishes, pots and pans, and other cooking and serving utensils.

Assist in food preparation.

Set up and tear down tables.

Assist interpreters by helping to move and trailing tour groups.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Ability to:

Understand and follow simple written and verbal instructions.

Communicate verbally and in basic writing with the public and other employees.

Interact tactfully and courteously with the public and other employees.

Perform basic arithmetic (required for some positions).

Perform the physical activities involved in assigned tasks.

Obtain or possess a valid driver's license (required for some positions).

Est.: 3/00

Rev.:

T.C.:

Former Title(s):