

**POSITION TITLE:****REST AREA ATTENDANT****RESPONSIBILITIES:**

The Rest Area Attendant is responsible for performing all contract requirements within the state time frames and ensures that the rest areas meet or exceed the standards set forth by TDOT.

- Complete necessary paperwork accurately and in a timely manner
- Comply with Easter Seals Policies and Procedures and the Employee Handbook and maintain TDOT quality standards, as well as comply with HIPAA, Title VI, and Confidentiality requirements
- Attend in-service training sessions, meetings, and out of town activities as required
- Promote a positive work environment by treating staff and visitors with courtesy and respect
- Comply with all aspects of the contract with the TDOT
- Maintain the restrooms of the rest areas in a clean and sanitary conditions, adding supplies as necessary and cleaning each area at least once each shift
- Maintain the foyer and reception area in a clean, attractive, and sanitary state. Walls and ceilings will be cleaned weekly
- Keep storage area clean, neat, and secure
- Report any necessary repairs to the Rest Area Supervisor
- Sweep or hose down the parking lot areas, sidewalks, and walkways at least once each shift. Maintain walkways as required to keep them free of snow and ice
- Maintain grounds by raking leaves and mowing grass. Shrubbery care is to be maintained including careful weeding of beds and flower beds, watering plants and shrubs, and mulching including raking and maintenance of mulched areas
- Collect trash for receptacles and take to the garbage bin as necessary
- Complete required Quality Control Check List and perform all required duties as stated within time frames listed on the checklist each shift
- Clean windows and light fixtures at least weekly or as necessary
- Clean floors, doors, and water fountains at least once each shift
- Clean door mats daily
- Remove all trash, paper, and other debris from grounds and parking lot up to the edge of the paved shoulders which includes the shoulders of the interstate, the exit, and entrance ramps at least daily
- The second shift is responsible for sweeping curbs at least once daily
- The picnic tables and pavilions are to be cleaned each morning and as needed
- Curbs and walkways are to be edged at least one time per week during the growing season
- Stock brochure racks as necessary at the beginning of each shift
- Report all incidents of vandalism, theft, accidents, etc. to the Supervisor, agency on call person, and the proper law enforcement authorities immediately
- Each attendant is responsible for following all safety/health/sanitation procedures and for immediately reporting unsafe practices to the Supervisor and the Director of Protection from Harm. Safety equipment includes the use of safety glasses, masks, gloves, and other equipment as specified
- The third shift attendants will remain as visible as possible after dark in an effort to curb vandalism, theft, and accidents, etc. The duties shall be limited to the general building area. If the attendant is not performing actual cleaning duties, the attendant will be stationed at the area designated by the TDOT. ***All attendants are responsible for taking measures to curb vandalism, theft, and accidents regardless of the shift they work.***
- Other duties as assigned by the Rest Area Supervisor and/or Director of Protection from Harm

**QUALIFICATIONS:**

- High School Diploma/GED
- Ability to work with minimal supervision
- Physical and mental alertness to perform the requirements of the contract and duties
- Previous maintenance experience preferred, but not required
- Maintain current DIDS training requirements