



New Britain
**PARKS,
RECREATION**
and Community Services Department

LOVE WHAT YOU DO IN '22!

NOW HIRING RECREATION ATTENDANTS!



Why work as a Rec. Attendant?

- To have a flexible schedule
- To gain experience in customer service
- To build your resume
- To meet new friends
- To work outdoors
- To work in food service industry

**See back for
more info
on how to
apply!**

JOIN OUR TEAM, APPLY TODAY!

www.nbparksnrec.org
(860) 826-3360

RECREATION ATTENDANT

Application process is open February to April
Applications will be considered after April 30th but will be marked late
and reviewed after initial application process is completed.

Recreation Attendant Positions

Recreation Attendant Supervisor

Supervises Recreation Attendant staff at concessions, special events, and terrific toy events. Supervisors are also required to do the job tasks of a Recreation Attendant in addition to maintaining facilities, equipment and general operations of each event/program.

Concession Attendant

Handles a variety of tasks associated with selling concessions at special events. This includes, but is not limited to, handling transactions, preparing food, serving customers, maintaining concession equipment, and following proper cleaning procedures.

Terrific Toys Attendant

Handles the setup, cleaning, and operations of each of the terrific toy inflatables and machines. Terrific Toys Attendants are required to ensure the safety of the individuals utilizing the toys by following all rules and procedures given.

Special Events Attendant

Special Event Attendants are required to assist in the setup, operations, and clean-up of each special event at the direction of the Recreation Services Coordinator and Recreation Supervisors. Attendants are expected to display good teamwork and customer service techniques in order to ensure a successful event.

How to apply:

EASY APPLICATION PROCESS!

Step 1- Complete application and supplemental questions in blue or black ink

Step 2- Submit completed application, supplemental questions, and one letter of recommendation to the recreation office.* (Current employees do not need to include a letter of recommendation)

Step 3- Receive a receipt of acknowledgement

Step 4- Wait for an email or call from the recreation office (be sure to provide a valid phone number, and/or non-school issued email address), successful applicants will be contacted.

Please Note: Only completed applications will be reviewed. Successful applicants will be contacted to schedule an interview.

*Recreation office is located in City Hall, 27 West Main Street, Room 302 and hours of operation are Monday-Friday, 8:15am-3:45pm

JOIN OUR TEAM, APPLY TODAY!

www.nbparksnrec.org
(860) 826-3360

City of New Britain
Affirmative Action/Equal Employment Opportunity/Equal Access Employer
APPLICATION FOR EMPLOYMENT
27 West Main Street, New Britain, CT 06051
(860) 826-3404
www.newbritainct.gov



(Print information in ink, or type)

Office Use Only

1. Job Applying For		<div style="display: flex; justify-content: space-around;"> <div>_____ Q _____ V</div> <div>_____ NQ _____ DV</div> </div>	
(use title on job announcement) (exam no.)			
2. Your Name		<div style="display: flex; justify-content: space-around;"> <div>Edu</div> <div>Rev. by:</div> </div>	
(print) Last Name First Middle			
3. Address		<div style="display: flex; justify-content: space-around;"> <div>Exp.</div> <div>_____</div> </div>	
(Number and Street, Road or Post Office Box)			
		<div style="display: flex; justify-content: space-around;"> <div>Other</div> <div>_____</div> </div>	
City State Zip Code			
4. Email Address			
5. Are you over age 18?		6. Have you ever served in the U.S. Armed Forces during periods of conflict?	
Yes No		Yes No	
7. Telephone Number () -			

8. Education

A. Did you graduate from high school?

Yes	No	Name of School	If "No", highest grade completed

B. If you have a high school equivalency certificate, give year and place the certificate was granted:

Name of School	Location

C. List any colleges, business schools, or technical school you attended:

Name of School	Location	Course or Major	Degree

D. Other training (special courses, work training programs, armed forces training). Give name and location where training was given, dates attended, subject of training, and other details related to the job for which you are applying.

NOTE: Applications are kept on file for three (3) months from date of receipt unless otherwise noted.

9. EXPERIENCE: Start with your present or last job and work backwards listing all paid or unpaid, full or part-time work, military service, and summer jobs performed during the last 10 years. Use additional sheets of paper if necessary. Work performed more than 10 years ago may be given if it applies to the job for which you are applying.

May we contact your present employer? _____ Yes _____ No

1) Starting Date Month/Year	Ending Date Month/Year	Name and Address of Employer
Your Job Title:	Hours per week	Name, title and telephone number of your Supervisor
Reason for leaving:		
Your duties:		
2) Starting Date Month/Year	Ending Date Month/Year	Name and Address of Employer
Your Job Title:	Hours per week	Name, title and telephone number of your Supervisor
Reason for leaving:		
Your duties:		
3) Starting Date Month/Year	Ending Date Month/Year	Name and Address of Employer
Your Job Title:	Hours per week	Name, title and telephone number of your Supervisor
Reason for leaving:		
Your duties:		

10. References: List the name, address and telephone number of three persons with knowledge of your character, experience and ability. Do not list relatives. Use professional, not personal, references. (Current and former employers, teachers/professors, etc.)

Name_____Address_____Tel._____

Name_____Address_____Tel._____

Name_____Address_____Tel._____

11. Special Skills and Abilities. Show licenses, (including drivers); machines you operate; languages other than English which you speak, read and write well; typing and shorthand speeds, computer skills, and any other special abilities or knowledges relating to the job for which you are applying.

12. CERTIFICATION: I certify that all statements made on or in connection with this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I understand that incomplete, false, or inaccurate information may result in the rejection of this application and that false information may result in my dismissal if employed. I understand that I will be required to pass a medical examination and background check as a condition of appointment. As part of the medical examination process, I may be required to undergo a drug screen. The signing of this application will serve as consent to the drug screen examination.



CITY OF NEW BRITAIN

DEPARTMENT OF PARKS, RECREATION,
AND COMMUNITY SERVICES

EST. 1871

WWW.NEWBRITAINCT.GOV

2022 Recreation Attendant Supplemental Questions (*New Candidates*)

Name: _____ Date: _____

Directions: New summer applicants must complete all portions of the packet: supplemental questions, recreation attendant test and both sides of the application. Once complete, submit application packet and letter of recommendation to the parks and recreation department by Friday, March 19, 2021. Successful applicants will be contacted to schedule an interview. Please answer the following questions to the best of your ability:

1. Do you have any relevant customer service and/or food service experience?

2. Describe your ability to work as part of a team.

3. Describe a time when you exemplified or witnessed excellent customer service.

4. In your opinion, why is it important for a recreation attendant to follow all health department regulations when it comes to servicing food to the public?

5. What do you think is the key to success when communicating with an upset patron in the food service industry?

6. How did you hear about this job?

2022 Recreation Attendant Test (New Candidates)

Name: _____ Date: _____

Directions: The questions below are multiple choice, there is only one correct answer for each question. Please write your answer on the line located left of the question.

1. What time should you arrive to work?

- a) Scheduled work time.
- b) Within five minutes after the scheduled report time.
- c) Fifteen minutes early.
- d) Whenever you get there.

2. You witness a co-worker stealing City property (air pump, speaker, concession candy, etc), what do you do?

- a) Report what you saw to your immediate supervisor.
- b) Tell your co-worker that you saw him/her.
- c) Tell the co-worker who took the item(s) to put them back.
- d) Mind your business and do not say anything.

3. The Parks and Recreation Department should be involved in your social media site (such as Facebook/Twitter) in the following manner:

- a) Photos with you in your staff t-shirt while drinking alcohol.
- b) Photos of the kids involved in the events that you are working with.
- c) Status updates throughout the day, play-by-play of your day at work.
- d) None of the above.

4. The most important part of good customer service is:

- a) That the customer is always right.
- b) Not helping customers with their needs.
- c) Giving the correct change.
- d) To give customers food that is cooked correctly.

5. What should you do before you hand a customer his/her order:

- a) Make sure that everything in the order looks presentable and cooked correctly.
- b) Make sure that your hands are clean and that you are wearing gloves.
- c) Ask the cashier if there is anything that you are missing from the order.
- d) All of the above.

6. What should you do at the end of a special event:

- a) Call somebody for a ride.
- b) Sign out and leave.
- c) Make sure your station is broken down and ask your manager how you can help.
- d) Talk with your friends.

7. What is a type of special event:

- a) Private Event
- b) Sporting Event
- c) Fairs and Festivals
- d) All of the above

8. Four children run into each other at an event. Child A falls back, hits her head on the deck and is unconscious. Child B falls to her knees and complains that her knee hurts. Child C remains standing, but his lip is bleeding slightly. Child D does not appear to be injured. Which child should you care for first?

- a) Child A
- b) Child B
- c) Child C
- d) Child D