



**SUPPLEMENTAL APPLICATION FOR  
SEASONAL EMPLOYMENT  
SPRING & SUMMER AT RIVERFRONT PARK**



NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

CITY OF SPOKANE PARKS AND RECREATION DEPARTMENT  
RIVERFRONT PARK OFFICE – PAVILION THEATER BUILDING (IMAX THEATRE)  
507 N. HOWARD, SPOKANE, WA 99201  
[www.spokaneriverfrontpark.com](http://www.spokaneriverfrontpark.com)

**Riverfront Park Seasonal Positions**

Position(s) applying for (Check all you are interested in)

**PARK ATTRACTIONS:**

- Pavilion Ride Attendant
- Spider & Ferris Wheel Attendant\*
- Carrousel Attendant (includes cashiering)
- SkyRide Attendant\*
- Tour Train Conductor/ Guide (Dr. License Req.) \*
- Attraction Area Lead/Supervisor\*
- Ticketing Cashier (SkyRide/Rides)

**PARK OPERATIONS:**

- Shift Supervisor\*
- Parking Lot & Event Parking Cashier
- Cashroom Attendant\*
- Hospitality Host/Hostess
- Guest Service (Information/Cashiering)
- Group Sales Assistant
- Pavilion Theatre Projectionist\*
- Security Officer\*

**FOOD SERVICE:**

- Riverfront Park Concessions/Cashier
- Pavilion Theatre Concessions/Cashier
- Storeroom Attendant
- Specialty Grill or Prep Cook
- Merkel Sports Complex Concessions/Cashier
- Manito Park Bench Cafe
- Food Service Lead/Supervisor

**MAINTENANCE:**

- Facilities Maintenance (Dr. License Req.) \*
- Grounds Maintenance (Dr. License Req.) \*
- Electro-Mechanical Technician \*
- Electro-Mechanical Technician Aide \*

**\*MUST BE 18 YEARS OLD TO APPLY**

**MUST BE AT LEAST 16 YEARS OLD AT TIME OF APPLICATION**

Riverfront Park seasonal employees may be required to work odd hours, irregular shifts, and holidays (including Spring Break, Memorial Day/Labor Day, Weekends & July 4th). We have a variety of shifts available and encourage students, teachers, retired and senior individuals to apply.

**PLEASE LET US KNOW WHEN YOU ARE AVAILABLE TO WORK**

Date Available to Start:

Hours Available:

From: \_\_\_\_\_

To: \_\_\_\_\_

**NOTE:** If hired, this will be seasonal work. There are no fringe benefits. Work is subject to weather and business conditions. You may not be guaranteed a certain number of hours per week. You may be required to work nights, days, weekends and holidays. Part-time/seasonal employees can work no more than 960 hours in one twelve month period. Certain positions require a drug test. You will be required to abide by a dress code, attendance policy and standard operating procedures.

**INITIAL** \_\_\_\_\_

**NOT ALL APPLICANTS WILL BE CALLED FOR AN INTERVIEW - GOOD LUCK!!!**



**All positions require excellent guest service skills, strong attendance, and dependable team members committed to safety & adhering to policies.**

### POSITION DESCRIPTIONS

**Attraction Attendants** –Tour Train\* (Drivers License Required) includes driving and giving a speech; Skyride\*, Ferris Wheel\* & Spider\* requires mechanical operation; Pavilion Attractions includes operating Tilt a Whirl, Area 51 Inflatable, Red Baron, BUMPER BOATS, Dragon Roller Coaster, etc.

**Carrousel Cashier/Attendant** – Requires mechanical operation of attraction, cashiering and food service responsibilities.

**Cashier** – Performs a moderate number of transactions for the sale of attraction and Pavilion Theatre tickets, parking, food items, gift shop items, season passes, etc. Accuracy, efficiency and guest service are emphasized.

**Electro-Mechanical Technician\* and Aide\*** – Technicians perform skilled work on electrical and mechanical devices, primarily attractions, with emphasis on following standard operating procedures. Applicant must have hydraulic or mechanical experience or education. Tech Aides assist technicians and should have some mechanical experience or educational background.

**Food Service** – Performs daily food service functions from guests' food orders, receiving payment, cleaning all food service areas, prepping and cooking food items and restocking inventory, cleaning tables, etc. Pavilion Theatre positions require cashiering and food service responsibilities. Positions are also available at Manito Park Bench and the Merkel Sports Complex. A Food Handler's Permit & Hepatitis A vaccination are required within 10 days of hire.

**Guest Services** – Processes season passes, answers phones & guest inquiries, ticket sales. Cashiering & guest service skill experience preferred.

**Pavilion Theatre Projectionist\*** – Operates technical projector on a daily basis. Prefer projectionist background or media education.

**Lead/Supervisor Positions** – Daily supervision of areas of operation including team members, operations, safety, etc. One season of experience in actual area or one year supervisory experience preferred.

**Park Facilities Maintenance\* (Drivers License Required)** - Performs daily preventative maintenance and custodial functions which include: cleaning bathrooms and facilities; painting; minor facility maintenance; set-up for events; etc.

**Park Grounds Maintenance\* (Drivers License Required)** - Performs daily grounds maintenance including planting, weeding, mowing, watering, edging, etc.

**Security Officer\*** – Maintains a safe environment for guests, team members and city property by patrolling and monitoring premises. Requires excellent independent judgment. Must be able to be physically active including riding a bike for 4 hours.

**Shift Supervisor\*** – Responsible for the overall operation of the Park on a daily basis. One season of experience in the park or one year supervisory experience preferred.

**Storeroom Attendant** – Delivers food product to food service locations on a daily basis and is also responsible for set up and tear down of beverage tents at special events.

\*18+ years old

## **DISCIPLINARY RULES AND REGULATIONS**

Applicants must complete this form by reading and checking off each box as part of the application

Name \_\_\_\_\_

Date \_\_\_\_\_

**The following sets of guidelines are to ensure us that you as a Team Member are delivering to Guests and fellow Team Members the best service available. Checking off each box indicates that you have read and understand these expectations.**

### **YOU MAY BE SUBJECT TO IMMEDIATE TERMINATION FOR THE FOLLOWING:**

- Not following standard operating procedures
- Practicing unsafe procedures
- Violations of City policy, breaking laws, etc.
- Not reporting to work as scheduled without proper notification or for not completing a schedule change form with proper signatures
- Theft of any kind. (Tickets, supplies, including giving away free food or beverage, long distance calls, not punching out immediately when relieved or told to leave, etc.)
- Working overtime without supervisor's permission – Must be 18 or over
- Unbecoming conduct of a Team Member on or off duty on Park premises including fighting or provoking a fight
- Use of profane language
- Use of inappropriate comments regarding sex, ethnic background, race or religion
- Sleeping or the appearance of sleeping on duty
- Possession or possession through consumption of drugs or alcohol
- Possession of firearms or other weapons
- Insubordination. Defying direct instructions/orders/requests from your supervisor
- Using your personal cell phone for any purpose while working without your supervisors pre-approve authorization
- Falsification or destruction of any forms, records, files or other documents or of any information given to a supervisor.  
**This includes punching a time clock or signing a time sheet for anyone other than yourself**
- Destruction of park property or accidental damage without reporting it
- Resale of park tickets or property
- Using a bank or other accountable items other than your own
- Unauthorized computer access, including programs not directly related to your immediate work responsibilities, is prohibited
- Allowing friends or Team Members in for free admission, extending rides or free food and beverages (**This is theft**)
- Absence from a scheduled shift during major holidays and events. A doctor's note will be required if a holiday or major event is missed

## **ADDITIONAL OPERATING GUIDELINES**

- Do not talk to ride operators while the attractions are in motion
- Storeroom area is for leads and storeroom team members only
- Treat all team members, supervisors and park property with respect
- Be aware that you will be asked to perform other duties outside your “normal” responsibilities
- When purchasing food or other items, you must be in front of the counter and another team member must retrieve the item for you

It is your responsibility to respect park property and equipment at all times. This includes keys, uniforms, equipment, inventory, radios, etc. It is a privilege to be able to use these items and any abuses may result in these privileges being revoked or termination.

## **DISCIPLINARY STEPS WILL BE USED FOR THE FOLLOWING:**

- Horseplay in or around your work station
- Leaving assigned work area without supervisor’s permission
- Taking longer breaks than designated
- Taking a break in front of Guests in uniform
- Not keeping work area free of debris and litter
- Not initiating work to remain busy
- Misinforming the public
- Not reporting necessary maintenance with regards to safety and cleanliness (restrooms, rides, etc.)
- Allowing friends and other Team Members to hang around your work area when they are not scheduled to work
- Accepting or making personal phone calls at work, including cell phone usage for voice or texting
- Not wearing complete uniform including ID badge or wearing unacceptable accessories
- Smoking or chewing tobacco while on duty or taking breaks in non-designated areas in uniform (designated smoking areas: service alley and outside Pavilion Lobby by the north doors near Pavilion Theatre)
- Drinking non-water related beverages or eating at the work site

## **DISCIPLINARY STEPS:**

All Team Members are considered on probation up until 90 accrued work days and can be terminated at any time. You are responsible for the material in the employee manual. This is considered your first warning.

The following steps will take place if violations happen:

- Verbal Warning – no signature required by Team Member
- Written Warning – signature required by Team Member
- Pre-disciplinary hearing with Union Representative, Human Resources and Park Management if worked 90 days or more
- Suspension or demotion
- Termination

Depending on the violation, any of the steps may be skipped and moved directly to termination unless a Pre-disciplinary hearing is necessary.



## Reference Request Form

\*This form must be completed, including phone numbers when the application is turned in.\*

**City of Spokane – Riverfront Park**

507 N. Howard St., Spokane, WA 99201

Phone (509) 625-6600

Fax (509) 625-6630

**Date:** \_\_\_\_\_

**\*TWO (2) PROFESSIONAL REFERENCES REQUIRED\***

Examples: Former employer, teacher, coach, clergy, mentor  
(The following will not be contacted: relatives, roommates, girlfriend/boyfriend, etc.)

1. Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

2. Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

\_\_\_\_\_ (applicant name) has applied to the City of Spokane’s Riverfront Park as a seasonal employee. The applicant indicates you are giving them a reference because you know them as a former employee, student, friend of family, etc. Riverfront Park maintains strict standards in regards to trust of public property, policy, honesty, integrity and work ethics. Your assistance in helping us make this decision is genuinely appreciated. Any information provided will be kept in strict confidence.

I hereby authorize you to supply the City of Spokane with the requested information.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Office Use Only** – Applicant – DO NOT FILL IN – Your references will be contacted if you are being considered for employment.

Name of Reference Checked \_\_\_\_\_

How long? \_\_\_\_\_

Capacity? \_\_\_\_\_

	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
Attendance				
Cooperation				
Initiative				
Ability to Learn				
Quality of Work				
Quantity of Work				

Would you re-hire/hire if you were employer? Yes No    Considered to be a responsible person? Yes No

Additional Comments:

\_\_\_\_\_

Reference Checker Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**APPLICATION FOR SEASONAL EMPLOYMENT  
SPOKANE PARKS AND RECREATION DEPARTMENT**  
Riverfront Park - 507 N. Howard St.  
Spokane WA 99201  
509-625-6602  
[www.spokaneriverfrontpark.com](http://www.spokaneriverfrontpark.com)



**TO APPLICANT:** We appreciate your interest in the Spokane Park and Recreation Department and assure you we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in considering placement that best meets those qualifications. **Please complete this form and any supplemental application form(s) applicable to the position(s) you are applying for.** Qualified applicants receive consideration for employment without discrimination because of sex, marital status, race, color, religion, national origin, age, disability, or veteran status.

Please feel free to attach a resume to this application or use space on the back for any additional information you feel would be helpful in gaining employment with the City of Spokane *Parks and Recreation Department – Riverfront Park.*

*An application is still required.*  
**(PLEASE PRINT CLEARLY)**

Name \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_ City/ST/Zip \_\_\_\_\_  
Permanent Address \_\_\_\_\_ City/ST/Zip \_\_\_\_\_  
Phone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Original Social Security Card is Required upon Hire**

**EDUCATION**

**Name and Location of Schools Attended**

	Circle Highest Grade Completed	Date of Graduation
(High) _____	9 10 11 12	_____
(College) _____	13 14 15 16	_____
Major _____ Degree _____		

Other Schools Attended \_\_\_\_\_

**EMPLOYMENT**

List all employment **beginning with the most recent.** Volunteer experience may be included.

DATES: (Month/Year)	EMPLOYER	Description of Duties:
From:            To:	Name:	
Position:	Street/City/Zip:	
Reason For Leaving:	Telephone:	
	Supervisor:	

DATES: (Month/Year)	EMPLOYER	Description of Duties:
From:            To:	Name:	
Position:	Street/City/Zip:	
Reason For Leaving:	Telephone:	
	Supervisor:	

DATES: (Month/Year)		EMPLOYER	Description of Duties:
From:	To:	Name:	
Position:		Street/City/Zip:	
Reason For Leaving:		Telephone:	
		Supervisor:	

DATES: (Month/Year)		EMPLOYER	Description of Duties:
From:	To:	Name:	
Position:		Street/City/Zip:	
Reason For Leaving:		Telephone:	
		Supervisor:	

Are you 18 years old or over? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Do you have a valid Drivers License? \_\_\_\_\_ State: \_\_\_\_\_  
 Any moving citations/accidents in the last three years? \_\_\_\_\_

Have you ever been discharged (fired) or resigned (quit) in lieu of discharge except for lay off because of lack of work? \_\_\_\_\_  
 Have you ever been employed by the City of Spokane? \_\_\_\_\_  
 If so, when? \_\_\_\_\_ Where? \_\_\_\_\_

Availability: Full-time  Part-time  Temporary  Summer   
 Date Available: \_\_\_\_\_ Hours Available: \_\_\_\_\_  
 Are you a U.S. Citizen or do you have a visa permitting you to work in the United States? \_\_\_\_\_  
 Name and relationship of any relatives employed by the City: \_\_\_\_\_

Use the following space for necessary explanations or additional information relating to experience/education. If more space is needed, please attach sheet.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PLEASE BE SURE TO COMPLETE ALL ATTACHED SHEETS INCLUDING RULES AND REGULATIONS SHEET. REFERENCE SHEET AND THE FRONT SUPPLEMENTAL APPLICATION IN THEIR ENTIRETY.**

Note: A pre-employment physical, which includes a drug screening examination, may be required.

**OATH OF APPLICATION**

I hereby certify that I have read all of the above questions and statements and fully understand their intent and meaning. I further certify that all responses are true and correct to the best of my knowledge and belief.

I understand and agree that all statements in this application are subject to investigation and verification. I am aware that any false or dishonest answers to any questions on this application shall be grounds for dismissal if already appointed.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_