

RECREATION ATTENDANT QUESTIONNAIRE

SW/HRD/QRA/001.1	Date:
Name:	<input type="checkbox"/> Have Qatari Driving License?

SN	DESCRIPTION	None	Familiar	Average	Good	Excellent
1.	Prepares, coordinates, and/or assists in the preparation of sports venues for game, tournament, and other special event operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.	Assists in the coordination of maintenance and safety for events at sports facilities, to include scheduling of on-call security staff and scheduling and oversight of cleanup crews.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.	Maintains schedules for sports venues, using an internet-based scheduling system; responds to internal and external requests for the use of venues and incorporates into schedules.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.	Provides general assistance to management and to the Coordinator, Sports Facilities/Events with respect to day-to-day operations, as requested.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.	Ensure appropriate number of people in the venues.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6.	Prepare, inspect and check all recreation equipments.					
7.	Answer customers questions and complaints					
8.	Assist customers with special needs to enter & exit the facility and get to any equipment safety.					
9.	Performs miscellaneous job-related duties as assigned.					

Remarks: