

## PARK ATTENDANT QUESTIONNAIRE

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

SN	DESCRIPTION	None	Familiar	Average	Good	Excellent
1.	Ensure that the Gardens, Facilities and Amenities provided in the Park are well maintained, kept clean and tidy at all times by checking and liaising with service providers.					
2.	Carry out routine/periodic check on all equipment and facilities and report maintenance requirements to the supervisor.					
3.	Liaise with the maintenance contractor to ensure all the gardening within the park is well maintained and works requested are carried out.					
4.	Maintain records for the requests raised and follow-up with the foreman on duty until completed.					
5.	Ensure that the visitors adhere to the Park rules.					
6.	Ensure Park Opening / Closing timings are strictly adhered to.					
7.	Check if the routine cleaning, gardening & maintenance services carried out to the required standard and schedule provided.					
8.	Report any shortcomings /pending jobs to the foreman assigned					
9.	Ensure that the keys for all areas are properly maintained, tagged with the location indicated and handed over to the Security for safe keeping at end of each shift.					
10.	Ensure all Safety requirements are in place including Fire Safety Equipment, First Aid, Safety signs well maintained & visitors informed & protected from the equipment / facility under repairs.					
11.	Provide assistance / guidance to the visitors in a polite & positive manner					
12.	Carry out rest of the related duties assigned by the supervisor/s from time to time.					

Remarks: