



POSITION DESCRIPTION

Title: Building Attendant (Part-Time)
Department: Recreation Department
Hours: 8 - 29 hours/week
Salary/Benefits: \$15.00/hour DOQ No benefits
Schedule: Flexible depending upon the needs of the City and Special Events

GENERAL PURPOSE:

Position performs a variety of job tasks related to facility operations and maintenance in a community center/ice arena environment.

ESSENTIAL DUTIES:

The statements below describe the general nature and level of work performed by an individual assigned to this job classification. This is not necessarily an exhaustive list of all job duties performed.

- Performs cleaning/maintenance of entire facility/grounds: sweeps, mops, scrubs floors, cleans meeting rooms/offices/restrooms/locker rooms/ice arena; replenishes supplies; empties trash receptacles; vacuums carpet/upholstery; cleans/polishes metal hardware; clears sidewalks of snow and/or ice; moves equipment and furniture.
- Performs set up and take down of meeting rooms/public areas and equipment for scheduled events per setup sheet; monitors event and assists guests as needed. Ensures that the rooms, tables, chairs and equipment are clean and ready for use.
- Provides food/beverage service in meeting rooms when required. Buses tables when food and/or beverage are provided; washes, dries and returns all china, glasses, silverware to storage cabinets/shelves. Maintains kitchen facility in a clean and sanitary condition at all times. Follows County Health Department regulations at all times.
- Responds to emergency situations such as spills, floods and other situations/conditions that may pose a safety hazard to the general public.
- Directs users to assigned rooms; puts up and removes signs and other information.
- Interacts with groups of people in a recreation facility; answers questions or directs questions to the appropriate staff person.
- Monitors the general public to ensure order and safety at all times.
- Assists all guests in a friendly manner consistent with a high degree of customer service.
- Supervises Community Service/Volunteer workers in a variety of cleaning/maintenance duties.
- When possible or directed, makes minor and/or necessary repairs. Reports all repair needs.
- Regular attendance is an essential function of this position, as well as working evenings, weekends, and holidays.
- Other duties, as assigned by Supervisor.

QUALIFICATIONS:

- Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public.
- Must have good communication skills.
- Ability to effectively meet and deal with the public, including large groups of people, and handle stressful situations, including handling irate customers with tact and diplomacy.
- Ability to follow written and oral instructions and effectively perform the work.
- Positive attitude and neat appearance.
- Commitment to providing a high degree of customer service.
- Ability to work productively without constant supervision. Must be able to understand and follow oral and written instructions.
- Must be able to work evenings, weekends and holidays.
- Regular attendance is a crucial function of this position.
- Willingness to perform manual labor during extended periods of time, including cleaning restrooms.

Education and Experience

Any combination of education and experience equivalent to graduation from high school or the equivalent. Previous experience in municipal recreation or related field is preferred.

Knowledge, Skills and Abilities

- Must have the ability to perform janitorial skills, and be able to lift and move tables, chairs and equipment as needed.
- Ability to open and secure recreation facilities as assigned.
- Computer knowledge and application skills are desirable.
- Skill in operation of required tools and equipment.
- Must possess a valid Michigan Drivers License.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to sweep, stoop, bend, climb, crawl, sit, balance, kneel, talk, hear, and crouch. The employee must frequently lift and/or move up to 50 lbs. Must be able to handle small hand tools.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works outside in inclement weather conditions. The employee occasionally works near mechanical moving parts and may be exposed to wet/humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. When working in the ice arena, the employee is exposed to temperatures below 50 degrees Fahrenheit on an extended basis. The noise level in the work environment is quiet while in the offices and moderately loud when outside or in the arena.