



JOB ANNOUNCEMENT

EXTRA HELP/HOURLY POSITION

JOB TITLE: FACILITY USE EVENT STAFF
LOCATION: FACILITIES SERVICES
HOURLY RATE: \$17.00
REPORTS TO: Facilities Use Manager
STARTING DATE: As Arranged

SUMMARY: Provide security and customer service during facility use events. Responsible for event set up and tear down, cleaning up of the event rental area and field preparation. Inform and assist the facility use permit holder in the proper use of district facilities and enforce school district policies (i.e. safety, tobacco and alcohol use).

ESSENTIAL DUTIES AND RESPONSIBILITIES: (include the following. Other duties may be assigned) Act as district representative for event. Establish the means of a reliable communication with the permit holder during the event. During security checks or cleaning duties let permit holder know when event staff will return to the rental area and/or how to reach them. Communicate all changes before, during or after an event to the Facility Use Coordinator, Facility Usage Manager, or the Custodial Administrative Assistant. Maintain facility during event. Includes, cleaning areas, sweeping & mopping floors, trash removal. Final clean up includes returning the area back to the condition prior to use and sanitization duties in accordance with Health Department and District standards. Perform set-up of appropriate equipment, prepares field area for use, prepare restrooms, locate supplies needed for clean-up, trash and restocking. Confirm rental area(s) are secured and properly prepared for rental group. Open and secure the building in accordance with the timing of the event. Ensure area is in operable condition for use throughout the event. Remove snow/ice from sidewalks and stairways. Interact with Rental Group and participants and enforce compliance with district policies, rules and practices to ensure public safety and safeguard the interest of the school district.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING: High school diploma or equivalent. Equivalent combination of education and experience accepted.

EXPERIENCE: 0-1 year experience in customer service related work. Previous experience in event coordination, set-up, tear-down and supervision is highly desirable.

SKILLS, KNOWLEDGE, & EQUIPMENT: Ability to communicate and interact well with the public. Excellent customer service and communication skills. Basic knowledge of industry standard cleaning methods preferred at hire. Operating knowledge of snow removal equipment, grounds equipment and general cleaning equipment preferred at hire, required within 60 days of hire.

CERTIFICATES, LICENSES, & REGISTRATIONS: CPR and First Aid certification preferred but not required.

SUPERVISION/TECHNICAL RESPONSIBILITY: Supervises facility use permit holder and participants. Carries out responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, maintain building, providing customer service, addressing complaints and resolving problems; and providing feedback on event activities.

SAFETY TO SELF AND OTHERS: In order to safely perform this position, the employee must be familiar with the safety rules of the job and participate in all safety training provided by the department. Employee must wear personal protective equipment whenever required, ask for assistance if the task requires more than one person and, if unsure how to perform a task safely, stop and ask supervisor for instruction before continuing.

All employees of the District are responsible for maintaining a safe and healthy work place and ensuring that safety precautions and practices are followed.

Employees are expected to immediately report any unsafe working conditions or safety problems to the immediate supervisor. Until corrective action is taken, ensure that the area or condition is restricted and that cautionary devices, i.e., cones, temporary fencing, floor signs, etc. are in place so that others are not affected or injured.

The physical demands, work environment factors, and mental functions described below 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.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; talk or hear. The employee frequently is required to reach with hands and arms; and climb or balance. The employee is occasionally required to stoop, kneel, or crouch. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.

AN EQUAL OPPORTUNITY EMPLOYER