

FACILITY ATTENDANT DUTIES

Salary Range: \$14.50-\$15.75/hr

Under the Direction of the Recreation and Parks Director or his/her designated representative, the Facility Attendant must have the ability to relate positively to the public and work cooperatively with the Recreation Department. You must have the ability to communicate orally and clearly in writing and performs related duties as required.

1. Open and close the building for the permitted community group/organization and makes sure the building is secure once the community group has left the building.
2. Supervise the function and answer questions regarding the facility that the community group may have.
3. The community group is responsible for set up prior to their function and clean-up after their function and for restoring the facility to its original condition. Direct and oversee restoration of the community room area/facility to its original condition.
4. May help provide access to sound system, projector and large screen.
5. Direct and oversee that the community group is adhering to all rules of the Senior Center/Community Room Building Policy.
6. To review and complete the Attendant/User Community Room Check List and submit it to the Recreation and Parks Department on the first business day following the function.
7. Report any issues with the Community Room and or facility to the Recreation and Parks Department Director or staff

The above duties are illustrative of tasks, responsibilities and duties. It is not meant to be all inclusive of every task or responsibility.

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