

CITY OF LIBERTY

Seasonal/Temporary Job Description

JOB TITLE: Building Attendant
REPORTS TO: Building Maintenance Technician
DEPARTMENT: Parks & Recreation
PROGRAM: Community Center Evening and Weekend Facility Attendant

JOB SUMMARY

Supervises the evening activities at the Center ensuring safety, rules, and regulations are followed while meeting the needs of the facility patrons. Serves as an ambassador for the Center with a cheerful and positive attitude.

JOB SCOPE

Supervises the following areas for safety and rules enforcement: Gymnasium, surrounding grounds, fitness center (in the absence of a fitness center attendant), game room, meeting rooms, locker rooms, and lobby areas. Assists evening staff in customer service and assists in cleanliness.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervision of gym, locker rooms, fitness center, game room, lobby, meeting rooms, and surrounding grounds, enforcing all facility policies and procedures. Monitor the facility for vandalism.
2. Assist evening staff as needed for bathroom breaks or tours during busy times.
3. Assist in building cleanliness and set up of room rentals.
4. Serve as facility representative for after hour rentals.
5. Report any damages to supervisor and/or Community Center Manager.
6. Call the Community Center manager in case of emergency, or fire or police if necessary.
7. Be friendly to all participants.
8. Perform related work as required.

OTHER ASPECTS OF JOB

Positive approach in public contact and a calm nature in problem solving situation. High School degree or GED equivalent preferred.