

JOB DESCRIPTION

**Administration
City of Arlington**

Title of Class: Part-Time Community Center Attendant
Effective Date: January 3, 2012
Pay Status: Non-Exempt

DESCRIPTION OF WORK

General Statement of Duties: Responsible for monitoring a variety of activities at the Community Center including weddings, dances, and other rentals mainly on weekends and at night.

Supervision Received: Works closely with the Community Center Coordinator and is under the direct supervision of the City Administrator.

Supervision Exercised: None; may provide minimal oversight over those using the Community Center.

TYPICAL DUTIES PERFORMED

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

1. Responsible for monitoring large functions taking place at the Community Center, mainly at nights and on the weekends including holidays
2. Provides courteous service to all renters – answers questions from the general public
3. Responsible for overall cleanliness and look of the Community Center during use.
4. Responsible for safety of the participants and maintaining a positive and healthy environment – anticipates potential risks of injury and takes measures to remove them
5. Assist renters with Community Center equipment and building functions
6. Follow and enforce applicable safety rules and regulations and sanitation requirements related to the use of the Community Center including equipment
7. Monitor restrooms for cleanliness and check to make sure toilet paper/paper towels are filled

8. Performs routine maintenance as necessary during functions, i.e., sweeps and mops, empties trash cans; reports building maintenance requirements.
9. Lock and unlock Community Center when needed
10. Remove snow and ice from sidewalks and entryways when needed
11. Set-up and breakdown tables and chairs when necessary
12. Call local Police Department when problems arise with participants and renters of the Community Center
13. Accurately communicates information, including any problems that may arise, to assigned supervisors in a timely and useful manner

KNOWLEDGE, SKILLS AND ABILITIES

1. Skilled in greeting and assisting the general public in a professional manner.
2. Skilled in interacting with people of different social, economic and ethnic backgrounds
3. Knowledge of Community Center policies and practices as they relate to those renting the facility (after training).
4. Knowledge of facility equipment and building functions (after training)
5. Knowledge of cleaning supplies and use of cleaning equipment
6. Must be able to communicate effectively both orally and in writing to customers.
7. Must be able to work independently within established guidelines
8. Must be willing to call 911/Police when disturbances arise at the Community Center
9. Must be flexible with schedule and willing and able to work weekends.

PHYSICAL REQUIREMENTS

May be required to lift and/or carry supplies, materials, equipment and/or items weighing up to 50 pounds. Work is performed typically with extended periods of standing and inactivity; however, sitting, walking, bending, stopping, and reaching is required on an intermittent basis.

MINIMUM QUALIFICATIONS

Must possess and maintain a valid Minnesota Class "D" driver's license. Must have graduated from high school or have a GED equivalent. Certified in CPR/First Aid or ability to obtain in 60 days. Must be able to work mainly weekend nights.