



Building Attendant Job Description

Under the direct supervision of the Recreation Supervisor, the Building Attendant is responsible for the control, enforcement of rules, and supervision of the public in and around park district facilities. This is a part-time non-exempt (hourly) position

QUALIFICATIONS

- Minimum 17 years of age with preference given to High School graduates, some college preferred.
- Must have had prior employment with a good employee record, in a related field a plus.

DUTIES AND RESPONSIBILITIES

The building attendant assists in the day-to-day operation and ensures the facility is safe, clean, and supervised during operation. This individual is responsible for managing patron issues and customer service related to the facility, making sure that all patron and safety issues and concerns are addressed. In addition, this individual is expected to work early mornings, late nights, weekends, and possibly holiday hours.

Essential Functions

- Be responsible for equipment control in the gym.
- Supervise entry/exit to the gym by utilizing computer skills.
- Supervise and maintain order in the gym, seeing that all persons are given the opportunity to use the facility equally.
- Enforce and follow all rules as established.
- Report to the Recreation Supervisor with any problems caused by participants or instructors.
- Keep facility clean, safe, and presentable to the public at all times.
- Answer phones, assist patrons as needed.
- Follow the direction of the Recreation Supervisor.
- Provide constructive direction through observation, ongoing evaluation, mentoring, and progressive discipline when required.
- Provide building security by monitoring the facility, facility entrance, grounds and visitors to the facility.
- Set up, take down, and clean activity rooms for rentals and fitness classes; ensure rentals run smoothly by attending to renters' needs.
- Provide customer service by effectively responding to customer questions, comments, and concerns.
- Maintain facility and grounds performing janitorial responsibilities including but not limited to cleaning bathrooms, windows, floors, etc.
- Follow all cash handling procedures when processing any transactions.
- Become familiar with patrons; know their names, personalities, skills, and interests: build a rapport.
- Complete all facility and equipment inspections as required.
- Perform maintenance tasks as needed.

Additional Functions

- Assist with events and programs all year round as needed.
- Attend staff meetings and training programs as specified.
- Ensure self and operations staff engage in consistent and frequent communication with patrons regarding facility rules, safety, and other pertinent information.
- Complete other duties as assigned by supervisor or other Park District administrative personnel.

Knowledge, Skill, and Work Experience

- Certification in advanced Cardio Pulmonary Resuscitation (CPR), First Aid and Automated External Defibrillator (AED) within 1 month of employment and keep certification current.
- Knowledge, experience, and proficiency in Microsoft Office and computer applications; ability to learn and use required Park District Software systems.
- Must have exceptional customer service skills and the ability to interact with others effectively.
- Must be able to complete required Park District training.
- Must have the ability to work with participants of all ages, when necessary, enforce facility rules, and make sound decisions to secure the safety and well-being of all visitors, facilities, and equipment.

Work Environment, Physical Demands and Considerations

- Frequent walking, running, standing, reaching, bending.
- Frequent use of brooms, mops, floor scrubbers.
- Must be able to lift up to 50 lbs, with or without an accommodation.
- Will be exposed to occasional inclement weather including heat, humidity, cold, rain, snow, ice and wind.
- Ability to work independently without supervision.
- Ability to prioritize to ensure all tasks are completed.
- Ability to direct staff effectively and perform multiple tasks simultaneously.
- Ability to present ideas and recommendations in a clear, concise manner.
- Ability to understand and carry out verbal and/or written instructions efficiently and effectively and to read and understand printed material.
- Ability to solve problems as they arise.
- Ability to operate assigned equipment.
- Ability to effectively interact and communicate well with others.
- Ability to interpret and explain department and District policies and procedures.
- Ability to follow safety guidelines and exercise judgment in all aspects of responsibility.
- Ability to resolve conflict safely, calmly and effectively.

SCHEDULING AND PAY: This is a part-time non-exempt (hourly) position. This position will primarily work evenings and weekends. This position will begin as soon as possible. Starting hourly pay is \$14.00.

HOW TO APPLY: Visit us at www.alsipparcs.org – click on “General Information”, then “Employment Opportunities”. Print out our application and submit by returning to the Apollo Recreation Center by hand or if you’d prefer, fill it out on your computer and email it to the Superintendent of Recreation, Jennifer Torres, at jtorres@alsipparcs.org.