

City of Merriam, Kansas POSITION DESCRIPTION

Class Title: Facility Attendant
Department: Parks and Recreation
FLSA: Non-Exempt (Overtime eligible)
Revised: October 2019
Physical Class: Level 2, Light
WC Code: 9102

GENERAL PURPOSE

Provide a high level of hospitality to facility guests. Responsible for the daily customer service activities of the community center and overall support of the center. Assists with external and internal customers with a variety of inquiries and requests including facility amenities, membership sales, birthday parties and program registration. Provides assistance in special events and programs as assigned.

SUPERVISION RECEIVED

Works under the supervision of the Administrative Supervisor. Work is performed with minimal supervision, with some latitude for independent judgment and action.

SUPERVISION EXERCISED

Exercises supervision of building and program participants.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Answers the phone and provides information concerning Parks and Recreation programs and policies.

Greets visitors and participants. Maintains operation of reception desk- including data entry into RecTrac registrations software.

Receives fees and deposits.

Registers program participants, sells memberships and prepares receipts.

Assists in the preparation of nightly bank deposits.

Supervises building and participants and enforces Community Center policies.

Provides security for building and equipment.

Serves as birthday party room host.

Registers attendance and completes appropriate written reports.

Provides basic first aid to participants.

Sets up tables and chairs, special event equipment, and prepares rooms for programs and rentals.

Performs light maintenance duties such as sweeping, mopping, vacuuming, and emptying trash to ensure a safe environment for guests and patrons.

Opens facility and prepares for daily programs.

Closes and secures facility at end of day.

Assists program staff with preparation of programs and special events indoor and outdoor. Also helps staff with special events as requested.

Other duties as deemed necessary or assigned.

QUALIFICATIONS

Education and experience:

- (A) Must be 18 years of age or older.

Necessary knowledge, skills, abilities:

- (A) Ability to comprehend and follow specific written and oral instructions.
- (B) Ability to make accurate arithmetical computations.
- (C) Ability to communicate orally and in writing.
- (D) Ability to type with minimal mistakes.
- (E) Knowledge of personal computers with Windows-based software.
- (F) Ability to provide positive customer service experience.

SPECIAL REQUIREMENTS

Must be able to work evenings, weekends, and attend evening staff meetings as required.

TOOLS AND EQUIPMENT USED

Personal computer including Microsoft office software programs, windows-based recreation software and internet applications; modern office equipment; various cleaning equipment.

PHYSICAL DEMANDS

The physical demands described here 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.

While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and /or move up to 50 pounds with mechanical assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and would occasionally be subjected to temperature extremes and exposure to sunlight at outdoor events as well as other outside weather conditions. The noise level in the work environment is typical of a recreational facility.

SELECTION GUIDELINES

Formal application, oral interview and reference check.

The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.