



## **JOB DESCRIPTION**

### **JOB INFORMATION**

<b>TITLE:</b>	WWMB Facility Attendant
<b>CLASSIFICATION:</b>	Part-Time Seasonal
<b>SALARY RANGE:</b>	Salary adjustments are determined on an annual basis by the Board of Park Commissioners (Starting hourly \$13.25/DOE)
<b>SUPERVISOR(S):</b>	Works under the general and detailed supervision of the Facility Specialist and Recreation Manager in charge of the facility.

### **JOB SUMMARY:**

Performs supervisory duties of all activities held in the World War Memorial Building (WWMB). Also sees that all policies and procedures are implemented and followed in managing the facility and the activities held at the site.

### **JOB DUTIES AND TASKS:**

1. Attend all meetings and workshops set up to prepare for and monitor the facility.
2. Report to the WWMB as scheduled.
3. Open and close the facility and follow the day-to-day operations.
  - a. Open and close cash register.
  - b. Floor maintenance: sweep and dust mop gym floor prior to reservations and league games. Weekends, holidays, and some weekdays when there is no custodian, floors will need to be cleaned.
  - c. General maintenance: keep foyers clean, front steps clear of snow and ice, check towels and toilet tissue in restrooms (replace when necessary).
4. Daily closing, when activities are completed for the day and the building is cleared, do the following:
  - a. Lock all outside doors. Check doors that are kept locked.
  - b. Count cash, complete nightly deposit, and place in safe and close the cash register.
  - c. Log the day's reservations on master calendar.
  - d. Check the facility that all patrons have left the facility.
  - e. Check restrooms: all toilets are flushed and sinks turned off.
  - f. Turn off all lights in gyms, restrooms, activity rooms, and hallways.
  - g. After leaving the facility, pull on front and side doors to ensure they all locked.

5. Basketball and Volleyball Leagues
  - a. Set-up volleyball standards.
  - b. Sweep and dust mop courts.
  - c. Set out referee stands (volleyball only).
  - d. Set out league materials for league officials.
  - e. Set up scorer's table and scoreboard.
  - f. Set out and put away equipment.
  - g. Collect all league materials after leagues end.
6. Customer Relations
  - a. To represent the Bismarck Parks and Recreation District in a positive manner.
  - b. Aid and assist individuals and groups utilizing the facility and program activities at the facility.
  - c. Become familiar with program and activities at the facility.
  - d. Practice telephone courtesy.
  - e. Handling customer concerns and complaints in an efficient manner.
7. Equipment
  - a. Responsible for cash register operations.
  - b. Responsible for setting up for volleyball and basketball.
  - c. Basic understanding of the building and location of equipment and materials stored.
  - d. Cleaning supplies and equipment.
8. Programming
  - a. Assist with the program operations and special events (tournaments, dances, exhibits, or any program the supervisor assigns).
9. Financing
  - a. Responsible for handling cash transactions and daily register operations.
  - b. Responsible to account for the balance of the register at the beginning and end of each shift.
10. Complete all paperwork to be put on the District's payroll.
11. Abide by all rules set up by the District for match and facility operation.
12. Complete all Incident/Accidents reports as necessary and turn them into the Facility Specialist in a timely manner.

The above statements are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the position, duties and tasks as they may change or be adjusted, as situations require.

#### **JOB SPECIFICATIONS**

1. Ability to communicate effectively, both orally and in writing.
2. Ability to establish and maintain effective working relationships.
3. Ability to maintain composure under adverse conditions.
4. Able to clean, lift 30 pounds or heavier, and physical labor.