



WORLD WAR MEMORIAL BUILDING FACILITY ATTENDANT JOB DESCRIPTION

JOB INFORMATION

- **Classification:** Part-Time Hourly
- **Pay Range:** Pay is determined on an annual basis by the Board of Park Commissioners
- **Supervisor:** Works under the general and detailed supervision of the assigned Facility Specialist.

JOB SUMMARY

Perform supervisory duties of World War Memorial Building (WWMB) and all of the activities while implementing all policies and procedures of the Bismarck Parks and Recreation District (BPRD).

JOB DUTIES AND TASKS

The following 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's duties and tasks, as they may change or be adjusted, as situations require.

Essential Functions

- Attend all meetings and workshops set up to prepare for and monitor the facility.
- Report to the WWMB as scheduled.
- Open and close the facility and follow the day-to-day operations.
- Provide superior customer services in person or over the telephone as needed.
- Set up for basketball and volleyball leagues as scheduled.
- Responsible for collecting fees according to proper procedures.
- Handle customer concerns and complaints in an efficient manner.
- Assist with the program operations and special events (tournaments, dances, exhibits, or any program the Facility Specialist assigns).
- Represent BPRD in a positive manner while working with users, and aid and assist individuals and groups utilizing the facility and program activities at the facility.
- Follow all BPRD safety policies and procedures outlined in the Risk Management Handbook.
- Complete all necessary payroll forms and utilize the electronic time and attendance timekeeping system.
- Understand and follow the standard operating procedures outlined in the employee manual.
- Understand and follow the Human Resource Policy and Procedure Handbook items related to this position.

- Represent BPRD in a professional and positive manner. BPRD issues clothing and equipment to employees and the issued items are to be used in an appropriate manner, not inconsistent with the image BPRD wishes to convey to the public.

Other Duties and Tasks

- Establish and maintain positive and effective working relationships with facility staff, groups, associations, agencies and individuals.
- Inform Facility Specialist prior to running out of supplies.
- Arrive at scheduled time and be ready to work. Absences must have prior approval by the Facility Specialist.
- Responsible for personal neatness and attire; communicating repair needs and job site neatness.
- Perform a variety of tasks that range from skilled to unskilled work.
- Other duties as assigned.

JOB SPECIFICATIONS

- Must be at least 16 years of age
- Maintain a fitness level acceptable to perform the skills required of the position.
- Requires extensive contact with the public.
- Ability to effectively communicate verbally and in writing.
- Ability to lift up to 30 pounds or heavier lifting with other employees.

WORKING CONDITIONS

- Work is primarily indoors at the World War Memorial Building. Some outdoor work may be required during the winter months.
- Must be able to stand for 3-5 hours at a time.
- Public contact is frequent.

Updated July 2025
Approved by F & P Director