

Building Attendant Job Description

Functions:

Under the direction of the Recreation and Facilities Supervisor, the Building Attendant is responsible for the proper operation and related customer service of patrons in the Bloomingdale Park District program facilities during mornings, afternoons, evening and weekend operational hours as designated by the daily programming schedule of the facility

Immediate Supervisor:

Reports to the Recreation/Facilities Supervisor

QUALIFICATIONS

- Must be at least 19 years old or older
- Ability to lift at least fifty pounds
- Ability to provide exceptional customer service to patrons
- Must be comfortable working with the public
- Training in CPR/AED/First aid is required
- Must be flexible with schedule changes
- Must have at least graduated from High School

Essential Functions:

- Maintain the safety of all patrons and employees in the facility
- Always dress in assigned work uniform (must comply with all BPD policies on appearance)
- Complete Accident/Incident Reports
- Provide good customer service to patrons
- Resolve any room and building set ups and break downs
- Conduct a walk through every 20-30 minutes
- Supervise open gym programs
- Inspect all rooms, equipment, and supplies for any hazard or safety concerns. Maintain all common areas to look neat and pleasing to the customers. Responsible for cleaning up spills, smells, and garbage. Washrooms are inspected, clean, and stocked at all times.
- Shovel and salt walks during snow and ice conditions.
- Secure the building at the end of your shift. Ensure that all lights are off, doors are secured and locked (door alarms are activated), and the alarm is working and activated properly.
- Clean, sanitize and disinfect consistently throughout the program per the guidance from the Centers for Disease Control, Illinois Department of Commerce and Economic Opportunity, Illinois Department of Public Health and the Park District Risk

Management Agency. Proper cleaning/disinfecting procedures will be completed during training.

Marginal Functions:

- Inform supervisor of any recommendations for improvements to the facility, rooms, equipment, and supplies.
- Assist program instructor with a program or room if needed
- Assist the Recreation Supervisors and front office personnel.
- Supervising a Community Service participant by keeping them busy and on task at all times. A Recreation Supervisor will provide you with a list of duties for them to complete.
- Perform all other duties as assigned by the Recreation Supervisor.

Work Hours and Compensation:

The position of Building Supervisor is a part time position and is paid every two weeks at an agreed salary. The position is classified as a non-exempt hourly employee status and will work 4-28 hours per week. No overtime (over 40 hours per week) is allowed in the position. The salary range for this position is PT 11-100.

Environmental Considerations:

May be exposed to outside elements when completing tasks on the exterior of the facility. Most activities are performed indoors. These conditions include lighting and temperature.

Cognitive Considerations:

- Ability to carry out instructions and deal tactfully with people
- Ability to complete various forms of communication related to the operation of the facility in a clear and concise manner
- Must have the capability to decipher instructions, schedules, room setups, and emergency plans, and act to complete them correctly and in a timely fashion.
- Must have the ability to execute good judgment and utilize problem-solving skills when necessary.

Psychological Considerations:

- May experience added stress and pressure in situations of an emergency or during busy times in the facility with multiple functions being required at one time
- Other added pressures may be experienced during situations with difficult customers, or program conflicts with participants not cooperating
- Ability to handle multiple tasks at one time, prioritize the tasks, and complete them in a timely fashion.
- Ability to think independently and determine what tasks must be completed.

Physiological Considerations:

- Must have the ability to lift and maneuver tables, chairs, and other equipment over 25-50 pounds
- Required to work outside, such as shoveling and salting the facility walks in the winter, taking out garbage year round
- Unloading supplies from cars and transporting them into the building, or cleaning up the grounds of the facility.

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