

# TOWN OF STEILACOOM

Incumbent \_\_\_\_\_

Supervisor \_\_\_\_\_

Dept. Comm. Serv

## Job Description

**Position Title:** Facility Attendant

**Date:** 2018

**Basic Function:** Maintains occupant and facility supervision during rentals/special use/events.

**Reports to:** Facility Use Coordinator

**FLSA Status:** Nonexempt

**Duties and Responsibilities:** *Essential Functions are Underlined*

1. Provides facility supervision before, during, and after events per Town standards/ordinances to include; monitoring, evaluating, and documenting participant use of the facility.
2. Provides information to participants on Community Center programs, services, and special events. Performs additional duties to include; inventory, clerical tasks, etc.
3. Must become familiar with Class software booking/receipting procedures.
4. Provide positive/active support of Town customers, citizens, and coworkers
5. Perform similar duties as assigned. *The duties listed above are illustrations of the types of work that may be performed in the position. Omission of specific statements of duties does not provide an exclusion if the work performed is similar, related, or a biological assignment to the position. The job description may be subject to change by the employer as the needs of the employer and/or requirements of the job change.*

### **Minimum Qualifications:**

1. High School Diploma or GED.
2. Over 21 years of age.
3. One year experience working with the public.
4. Available to work evenings approximately one week a month and occasional weekend days/evenings.

### **Knowledge, Abilities, and Skills:**

1. Knowledge of Steilacoom facility use policies, rules, and regulations.
2. Ability to explain Town policies in a firm/friendly manner.
3. Ability to keep clear written records.
4. Ability to work independently.
5. Ability to work varied hours.
6. Ability to comply with the town's mission statement.
7. Ability to interact with, and give direction to, third-party vendors.
8. Ability to problem solve in a stressful environment.

**Terms of Employment:**

Use of personal transportation is required. If the incumbent is using a vehicle, current insurance coverage must be maintained. The position requires availability to work flexible hours and is not eligible to receive benefits.

**Physical Requirements:**

The incumbent must travel to various worksites and navigate the facilities where attending. The position requires the ability to give/receive oral/written instruction and explain policies/procedures. The incumbent may occasionally be required to lift/move items weighing up to 30 pounds.

**Working Conditions:**

1. Both outdoor and indoor venues.
2. Contact with staff and facility users.