

Mundelein Park & Recreation District

Job Description

Job Title: Regent Center Rental Staff Attendant
Department: Recreation
Supervisor: Adults 50+ Supervisor
Classification: Part Time - Non Exempt - Hourly

Summary

Rental Staff Attendants are responsible for the setup, supervision, cleanup of parties and special events held at one of Mundelein Park & Recreation District's facilities.

Qualifications

Must be Minimum age of 21 years old. Minimum high school graduate or general education degree (GED) preferred with additional training or education related to the duties and responsibilities of the position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and possess basic computer skills. Must be certified or willing to attain certification in CPR/AED.

Duties and Responsibilities

A. Essential Functions

- Greet and check in the renter responsible for the event.
- Complete set up and take down of tables and chairs for the event.
- Verify the set-up is appropriate and as planned.
- Walk through rental space with renter to review pre-event facility conditions.
- Greet the bartenders/caterers to make sure appropriate liquor distribution has been established. Make any necessary adjustments prior to the start of the rental.
- Monitor the event and enforce rules as necessary.
- Monitor common areas for cleanliness, and performs light cleaning as needed.
- Remove any full garbage containers that build up.
- Check the parking lot for alcohol use and any other suspicious behavior.
- At the end of the event, review facility conditions with renter to make sure there is no damage and to verify cleanliness.
- Clean up facility following the event.
- Complete pre and post-event rental report.
- Performs related duties as assigned.

B. Marginal Functions

- Keep in consideration all safety guidelines and procedures
- Maintain materials and storage areas.
- Meet regular and predictable attendance requirements.
- Participate in staff meetings.

Considerations

A. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- May be required to lift and/or move up to 50 pounds of weight when setting up certain programs or activities.

B. Environmental Considerations

- Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
- May experience weather conditions while outside with the children.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.

C. Cognitive Considerations

- Employee must be able to communicate in English, both verbally and in writing.
- Must have good safety awareness and sound judgment.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve parent or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

D. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license or state identification card.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.