

JOB TITLE: PROPERTY STAFF MEMBER

REPORTS TO: RECREATION COORDINATOR

Job purpose:

The Property Staff Member is responsible for monitoring, setup and tear down, and cleaning of Community Center rental rooms and monitoring rooms during events.

Duties and responsibilities:

1. Setup and tear down of rental rooms.
2. Monitor rental events. Provide information to renters and visitors as needed.
3. Review and sign off upon rental room exit.
4. Clean, when necessary.
5. Ensure that the property is maintained during the rental, to include snow and ice removal, as well as coordination of other maintenance issues with “Adult On Call” or Road Superintendent, as needed.
6. Other duties, as assigned.

Qualifications:

- Strong verbal, interpersonal and customer service skills.
- Accuracy, good judgment and integrity with excellent organizational skills.
- Excellent time management skills.

Experience Required:

No specific requirements.

Education Required:

No specific requirements.

Working conditions/Physical requirements:

- Ability to stoop, bend, lift fifty (50) pounds, and stand for extended times.

Direct reports:

None

This position description is not intended to be a complete list of all responsibilities, duties, or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of the City. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the job holder's responsibilities.

The City of Willoughby Hills does not unlawfully discriminate on the basis of color, national origin, sex, religion, veteran status, age, or disability in employment. Persons requesting accommodation for the purpose of testing must provide seventy-two (72) hours' notice to the Civil Service Commission in order to have the request fulfilled.

Approved by:

Date Approved: