

VILLAGE OF ASHWAUBENON

JOB DESCRIPTION

I. Position Title: Community Center Supervisor

Reports To: Program Supervisor

II. Job Summary:

The facility supervisor is responsible for the supervision and light custodial duties at the Community Center during a scheduled rental.

III. Duties & Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive and other duties may be required and assigned.

- A. Report to the Community Center 15 minutes prior to scheduled rental.
- B. Identify yourself to the renter and direct the renter to the room they have rented.
- C. Turn on the proper lights and unlock the proper doors for the rental.
- D. Instruct the renter to clean up the area used and leave it in the condition in which it was found. Use the Building Supervisor Check List forms.
- E. Make sure renter is leaving facility at scheduled time or before. No extra "clean up" time is allowed. The facility is rented and paid for the time listed on the schedule.
- F. Make available brooms, dust pans, trash can liners, mop & mop bucket and any additional supplies needed for clean up procedures.
- G. Make sure all trash cans are emptied, restrooms are restocked and cleaned, floor is swept and mopped prior to closing facility.
- H. Turn off all lights when rental is over, check and lock all doors and windows. Always be the last person to leave the building.
- I. Report any damaged equipment, damage to facility and grounds to the Recreation Department.
- J. Report any accidents to Recreation Department personnel.
- K. Other duties as assigned.

IV. Minimum Qualifications:

- Must be at least 18 years or older.
- Must be able to handle discipline while working alone.
- Ability to communicate effectively with patrons.
- Ability to perform light custodial duties.
- Be able to work independently with little or no supervision.

V. Supervision/Decision Making:

- Demonstrate authority when circumstances warrant. Firmly handle hostile situations to maintain order in the building. If needed, contact Public Safety.
- Personal grooming and dress should be clean in taste, no rips or holes in jeans/pants.
- Demonstrate an attitude of courtesy, cheerfulness and friendliness toward the public and patrons.