

St. Andrew's Parish Parks & Playground Commission
Official Job Description

Job Title	Facility Rental Supervisor
Classification	Part Time
FLSA Status	Non-Exempt
Department	Recreation
Location	Varies based on rental agreements; 1095 Playground Road, 1642 Sam Rittenberg Blvd, 1822 Gun Club Road, 1710 Dogwood Road, and/or 845 Corral Drive
Supervisor	Recreation Superintendent
Hours	Hours vary depending on rental contracts, with all rentals in the evenings and/or weekends.

JOB SUMMARY

Responsible for maintaining a safe and healthy environment for renters using our facilities and ensuring facility rules are being followed. Responsible for opening and closing facilities for rentals. The facility rental supervisor sets up, oversees and breaks down equipment such as tables and chairs at our numerous facility locations.

ESSENTIAL DUTIES

- Ensure the cleanliness of all agency facilities and property
- Create an inspiring experience for all agency customers
- Enforce rules and regulations for participants using our facilities
- Open and inspect building prior to rental and inspect and secure building after rental (including setting alarm), notify Recreation Superintendent of any facility or rental concerns
- Ensure number of participants does not exceed number allowed and event is in accordance with rental agreement
- Check facility for hazardous situations. Report any broken equipment, hazardous situations and/or vandalism to facility and its surrounding areas to the Recreation Superintendent

- Perform routine maintenance and custodial/janitorial tasks
- Quickly lift, set up, and arrange equipment such as tables, chairs, etc
- Breakdown and clean equipment such as table, chairs, etc at the end of each rental/event
- Arrange for all facilities to be secured when not in use
- Complete all paperwork, including behavior/incident reports, accident reports, logs, and checklists in accordance with department procedures

OTHER DUTIES

- May be required to transport equipment in an agency vehicle
- Perform related duties as assigned
- Assist with Special Events and Holiday Programs when needed
- Must have dependable transportation

QUALIFICATIONS

Education and Experience

- Must have applicable experience opening and closing facilities
- Must be at least 18 years of age with a High School diploma or equivalent
- Must be available to work evenings and weekends sometimes as late as 10pm

Knowledge, Skills, and Abilities

- Dependable
- Organized
- Punctual
- Good customer service skills
- Able to handle difficult situations
- Able to work independently with minimal supervision
- Must be able to remain alert at all times with minimal distractions keeping safety as the priority

Certifications and Licensing

- CPR/First Aid/AED certification is required and must be maintained throughout employment
- Valid driver's license is required and must be maintained throughout employment

PHYSICAL DEMANDS

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

- Mobility and strength sufficient to offer medical assistance up to and including CPR if needed

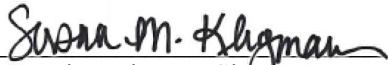
- Strength to lift equipment or materials weighing up to 50 pounds
- Ability to set up and break down folding tables and chairs
- Close vision to read printed materials and a computer monitor and distance vision sufficient to monitor large rooms and outdoor spaces
- Hearing and speech sufficient to communicate in person or over the telephone and ability to hear alarms and other emergency signals

WORKING CONDITIONS

Facility Rental Supervisors work in person, on premise at the location that they are supervising. Facilities that may be rented are: The gymnasium (full court), the Annex Room at the gymnasium (downstairs back room), both Gymnasium and Annex Room, Playground Road Picnic Shelter, Fields (Brinker, Optimist, Lighthart and Peek), Dogwood Park, Forest Lakes and Ponderosa Park. Facility Rental Supervisor may be asked to work at any of the above facilities. While performing the duties of this job, the Facility Rental Supervisor is required to stand and/or walk for the entire shift, sometimes outdoors in hot, humid conditions. Must be able to reach with hands and arms, type, stand, bend, crawl, walk, talk and hear. The employee must frequently lift up to 50 pounds. The noise level is variable and unpredictable, ranging from quiet to very loud.

This job description lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have or obtain job-related knowledge and skills.

Approved By:


Executive Director Signature

20 January 2023
Date