

VACANT POSITION
DEPARTMENT: LEISURE SERVICES
OBTAI**N APPLICATION: <https://www.spaldingcounty.com/departments-services/employment-application>**
SUBMIT APPLICATION AND PROOF OF EDUCATION, TO:
employment@spaldingcounty.com or 119 E. Solomon St, Room 110
CLOSING DATE: WILL REMAIN OPEN UNTIL FILLED

Job Title: Facility Attendant
Salary: Pay Grade 3; Hiring Rate \$14.42 per hour
Provisions of Personnel Ordinance for Promotion/Demotion/Transfer
Work Schedule: Weekend and evening hours, with occasional weekday hours

This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: High School diploma (or GED equivalent) required with a minimum of two to six months recreational facility attendant experience or (or related); or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this position. Must possess a valid Georgia Driver's License.

GENERAL STATEMENT OF JOB: Under limited supervision, monitors the facility during non-traditional business hours, evening and weekend hours. Rental attendant shifts can be up to 14 hours at a time. Reports to Senior Services Manager.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office equipment and various sports and recreation equipment. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to forty pounds of force occasionally, and/or up to twenty pounds frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weights of forty to seventy pounds.

ESSENTIAL JOB FUNCTIONS:

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

Opens and closes the Senior Center.

Oversees facility operations and monitors the conduct of patrons utilizing the Senior Center.

Ensures that patrons adhere to the facility rules and regulations.

Monitors the facility during extended hours.

Ensures lessees of the facility adhere to the rental agreement.

Conducts post-rental inspections of the facility.

Reports issues, questions, comments, and concerns of the Center that arise while on shift.

Responsible for tracking and reporting facility issues (i.e. damaged equipment, stained ceiling tiles, etc.) to maintain a safe and welcoming environment.

Inspects the facility and provides status reports to Senior Services Manager.

Maintains knowledge of countywide and departmental policies and procedures, programs and special events.

Attends staff meetings and required trainings.

Conducts various registrations for programs offered; collects money and issues receipts, etc.

Utilizes computer software to process program registrations and facility reservations.

Utilizes A computer for email correspondence and file storage.

Assists with risk management protocol in the event of emergencies and incidents within the facility.

Assists with recreation programs, activities and special events

ADDITIONAL JOB FUNCTIONS

Performs routine scheduled tasks and other duties as assigned.

January 13, 2025

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