



City of University City

EMPLOYMENT OPPORTUNITY



Job Title	Facility Attendant (Centennial Commons Recreation Facility)
Department	Department of Parks, Recreation and Forestry
Pay	\$9.00 Per Hour
Exempt/Non-exempt	Non-Exempt
Status	Part Time

Monitors the daily activities and operations of Centennial Commons Recreation Facility. Provide strong customer service while supporting the division’s mission relating to all facility activities. This position is also responsible for maintaining the weight and cardiovascular fitness areas to make sure equipment is clean, functioning and used properly; as well as monitors events and renter activities in progress according to the rules of the facility.

Essential Duties and Responsibilities

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

- Daily supervision of Centennial Commons Recreation Facility (i.e. gymnasium, rental/program areas, etc.)
- Complete onsite checks of the entire recreation facility throughout shift
- Monitor events and rentals in progress to ensure smooth flow and to anticipate and resolve issues.
- Complete onsite checks of the entire recreation facility throughout shift
- Perform check in and check out duties with facility users
- Assist patrons by being knowledgeable in all aspects of division facilities, programs and events
- Responsible for enforcement of rules and regulation of all facilities.
- Receives the public and answers questions; responds to inquiries and communicates openly with patrons and staff in a friendly, professional manner
- Have a basic knowledge of fitness, health and wellness
- Assists with emergency action plan
- Maintains clean and organized work areas.
- Informs supervisor of all positive and negative information regarding facilities, programs, staff or the general public
- Attends all staff meetings.
- Other tasks as assigned by supervisor

Desirable Knowledge, Skills and Abilities

- Ability to understand and follow verbal or demonstrated instructions;
- Ability to maintain a clean and neat appearance at all times.
- Ability to work independently and efficiently without constant supervision.
- Ability to have a quick response in emergency situations; handle stressful situations.
- Ability to maintain a positive image for the City of University City and Centennial Commons at all times.
- Ability to communicate effectively in oral and written form.
- Ability to work a combination of days, evening, weekends and holidays

EQUIPMENT USED TO PERFORM JOB

- Telephone, PA system, computer, copy machine, radio, TV, DVD, video gaming system, alarm system.

Physical/Visual Activities and Demands

- Sitting, talking, hearing, walking, reaching, stooping, bending
- Concentrated mental and visual attention with normal hand-eye coordination required
- Clarity of vision at 20 inches-corrected or uncorrected
- Occasional moving of items up to 40lbs

Minimum Training and Experience Required to Perform Essential Job Functions

- Must be at least 18 years of age
- Availability is flexible for various shifts such as days, evenings, weekends and holidays

Contact Information

Interested applicants should apply using this link: <https://ucitymo.applicantpro.com/jobs/>

The City of University City is an Equal Opportunity Employer and participates in E-Verify. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.