



## **ARC Building Support Staff Job Description**

Under the direct supervision of the Facility Supervisor and the Front Office Administrator, the ARC Building Support Staff is responsible for the serving, controlling, and supervising the public in and around park district facilities. The ARC Building Support Staff must have knowledge of Midlothian Park District policies and procedures and enforce them. ARC Support Staff will be assigned either Building Attendant, Front Desk, or Fitness Desk shifts.

### **Qualifications:**

- Minimum 16 years of age
- Able to be left in charge of the facility and the activities taking place therein
- Able to solve problems using good judgment
- Able to deal with the public of all ages

### **Duties and Responsibilities**

- Supervise and maintain order in the Athletic & Recreation Center, seeing that all patrons are given the necessary service
- Enforce all rules and safety procedures established by the park district
- Report any problems caused by participants or instructors
- Be familiar with the ARC Building Support Staff's Manual, rental procedures and policies and current brochures and upcoming programs/events
- Setup and cleanup after classes, rentals and events
- Keep facility clean, safe and presentable to the public
- Able to operate the registration and rental software
- Balance the till at the end of the shift and secure all money
- Follow proper procedures for money handling and cash register use
- Take registration for park programs, rentals, and memberships
- Display proper telephone etiquette when answering the phone and take clear messages
- Perform tasks assigned by the Front Office Administrator or other department heads
- Follow procedures for opening and closing the building
- Follow procedures for cleaning and sanitizing fitness equipment
- Attend staff meetings and trainings
- Must perform assigned tasks in a safe manner and follow safety policies and procedures
- Any other tasks or duties as assigned

### **Psychological Considerations**

- May feel stress from being held responsible for quality recreational facilities
- Must resolve differences and problems with patrons and staff
- Must be able to deal with participants with all types of needs
- Must be able to accept the responsibility of being the only employee in the building

### **Physiological Considerations**

- May encounter long periods of sitting, standing
- May experience varying degrees of lighting and temperatures in various facilities

- May have to do moderate lifting of up to 50 pounds

**Environmental Considerations**

- May be exposed to elements when assisting workers with outdoor functions
- May be exposed to varying indoor lighting and temperature

**Cognitive Considerations**

- Must be able to relay clear messages both orally and in writing
- Must be organized

Department: Administration  
Reports to: Facility Supervisor/Front Desk Administrator  
Pay Grade: Part Time  
Salary: \$12.00 - \$12.50 per hour  
Hours: Various