

Charter Township of Ypsilanti

BUILDING ATTENDANT

Summary

This position performs as a receptionist to the users of the recreation center. Opens and secures the building, monitors facility use, take building reservations and program registrations.

Supervision Received

This position is under the general direction of the Recreation Director. Duties performed according to established procedures and techniques.

Responsibilities and Duties

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties the employee may be expected to perform).

1. May open the community center building and rooms needed for program use.
2. May perform security checks incidental to the work: Checking doors and windows, securing building at the end of the business day.
3. Accept program registrations, rental applications, court reservations and fees. Review forms for completeness and enter into computerized system to generate receipt. Cash out register and lock up money at the end of shift.
4. Ensure facilities are used in a safe manner and that proper footwear is worn on court surfaces.
5. Enforce building use rules and regulations as well as department policy.
6. Provide help to public including but not limited to program information, program location, policies and procedures.
7. Distribute equipment to facility users.
8. Perform light maintenance duties as needed: Restock paper dispensers in restroom's, wipe up spills, etc.
9. Perform related duties as required.

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Essential Functions, Qualifications and KSA's for Employment

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

- Knowledge of the basic principles of customer relations and service delivery.
- Knowledge of Ypsilanti Township's park and recreation programs and facilities preferred.
- Interpersonal skills to develop and maintain effective working relationships with the public, co-workers and officials.
- Excellent data entry skills.
- Ability to take and account for fees collected, and to make change accurately.
- Ability to communicate effectively in writing, verbally in person and on the telephone.
- Must have flexibility with ability to work days, evenings, and weekends (*approximately 12-20 hour per week*).
- Graduation from high school or equivalent.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Minimal physical effort generally required for work involved in the office; work may require the employee to stand, walk, twist, and bend. Communicates verbally and in writing. Vision and hearing at or correctable to normal ranges needed.