

**VILLAGE OF ASHWAUBENON
TEMPORARY / SEASONAL JOB DESCRIPTION**

I. IDENTIFICATION

Position Title: Community Center Supervisor I
Department/Division: Parks, Recreation & Forestry/Recreation
Reports to: Program Supervisor

II. JOB SUMMARY

Responsible for total supervision of site during scheduled activities in Village facilities.

III. PRINCIPAL DUTIES AND RESPONSIBILITIES

- Greet rental groups.
- Unlock the facility in those areas that are being rented (meeting room, banquet room, etc.).
- Turn lights and building systems on as needed.
- Discuss with the renter the clean-up responsibilities set forth by the village in their contract.
- Assist with any room set-up. Trouble shoot any on-site issues as needed.
- Handle any light maintenance duties, cleaning of restrooms, washing tables/chairs, cleaning of windows, etc. Make cleaning supplies readily available for renters/caterers.
- Sweep, vacuum and mop all floors in the rooms that are used.
- Do a final walkthrough with renter/caterer to approve clean-up checklist responsibilities.
- Report any damages done to the facility by the user group or any equipment that is damaged or malfunctioning.
- Turn off all lights when rental is over, check all doors, shut down all building systems, set all alarms and lock main doors. Always be the last person to leave the facility.

IV. EDUCATION AND EXPERIENCE

- Ability to deal with general public in a pleasant, professional and caring manner.

V. SPECIFIC REQUIREMENTS

- Must be at least 17 years old.
- Must be able to lift 40 pounds
- Must understand and follow the Village of Ashwaubenon Parks and Recreation Department set policies.
- First Aid & CPR desirable but not required.