

Medinah Park District
Job Description

Position: Building Supervisor

General Description: With supervision provided by the Program/Facility Operations Supervisor, the Building Supervisor is responsible for the supervision of district programs and activities at the Connolly Recreation Center, light maintenance and general front office duties as assigned.

Qualifications: Must be 16 years of age or older and have the ability to follow directions and enforce rules. Must have a pleasant nature and the ability to deal with the general public in person and by phone. Must be a responsible person. Must be capable of arriving at work at or before specified work times.

Hours: Evening Attendants – 5-9:30 pm (Monday – Thursday) 5-8 pm (Friday)
Weekend Attendants – 7:15 am-2 pm (Saturday)
Special Events and Rentals – Times vary on evenings and weekends.
*This is a non-exempt position.
This position does not meet IMRF eligibility requirements.

Wage Range: \$15 per hour

Required Skills: In order to adequately perform the essential functions of the position, the following skills are required:

- Ability to lift 20+ pounds on an occasional basis.
- Dexterity to handle and count money.
- Ability to communicate successfully with the public in person and by telephone.
- Reading comprehension at high school level.
- Basic ability to perform computer tasks and operate a keyboard.

Essential Job Functions:

1. Maintain the Connolly Recreation Center before and after general office hours.
2. Enforce the policies, rules and regulations of the Medinah Park District.
3. Morning Supervisor will unlock Recreation Center front door, disarm alarm and enter facility. Supervisor will check hallways, restrooms, locker rooms, classrooms and all public use areas.
4. Morning Supervisor will prepare fitness center for use by members. Supervisor will turn on treadmills and lights, inspect all equipment, inspect strength equipment with 'keys' set at lowest weight and clean up any mess.
5. All Supervisors will greet customers and fitness members as they enter the facility and will provide entrance to fitness center for fitness members.
6. All Supervisors will wear furnished staff clothing at all times when on duty.
7. Answer the telephone and answer questions to the best of attendant's ability and knowledge. Take messages and/or help callers access district's voicemail system.
8. Maintain the registration office in a clean, neat and presentable manner.
9. Maintain the facility in a neat and clean manner. Keep hallways and rooms free from obstacles and obstructions. Make certain garbage receptacles in hallways and rooms do not overflow. Remove garbage liners from cans that are $\frac{3}{4}$ full. Clean up all food and drink spills. Dispose of leftover food and drinks at the end of employee shift.
10. Keep kitchen area neat and organized. Place food and drinks in refrigerator, place trash in receptacles and put miscellaneous items in proper place.
11. Secure restrooms, check for vandalism and flush toilets during each shift. If a restroom is unfit for use by the general public, post an 'out of order' sign. If a toilet, urinal or sink overflows contact the Superintendent of Parks.
12. Accept program registration and payments, facility rental applications and deposits and commuter parking related transactions.
13. Remain in designated work area at all times unless performance of duties requires otherwise.

14. Use registration computer to check program registrations and to perform basic office functions to the best of a supervisor's ability.
15. Handle accidents, emergencies, first aid needs and incidents that may occur in the facility or on the premises by following the designated emergency procedures.
16. Communicate regularly with Recreation Supervisor to promote a positive customer service and program registration operation.
17. All Building Supervisors will secure the Connolly Recreation Center in preparation for closing by following the proper closing procedures.
18. Assist program instructors and full time recreation staff when necessary to ensure programs run as intended. Check for and deliver program supplies to instructors as requested.
19. Building Supervisors will supervise open gym, collect and store open gym revenue and will keep accurate sign in and attendance records of all participants.
20. Building Supervisors will assist recreation staff with miscellaneous projects when requested.
21. Building Supervisors will handle disciplinary problems per District Code of Conduct procedures. If unable to handle a particular situation, contact the Park Rangers, DuPage County Sheriff or full time staff for assistance.
22. Building Supervisors will vacuum facility carpets and rugs, dry and wet mop tile floors, sweep gym floor, clean and disinfect fitness equipment and prep gymnasium open gym equipment as is required.
23. Building Supervisors will assist facility renters with provision of cleaning materials and trash bags. Supervisors will prepare sign in sheets and complete check off lists for all rentals.
24. During winter months, Supervisors will shovel and salt the front walkway as required.
25. Evening and weekend Building Supervisors will remain in the facility until dismissed by the Recreation Supervisor or when Park Rangers have completed lock down of the facility.

Marginal Job Functions:

1. Actively seek out and either correct or report any hazardous conditions within the Thorndale Recreation Center.
2. Actively follow safe practices and procedures in the performance of all job functions.
3. Perform miscellaneous office, recreation and clerical tasks at the request of staff.
4. Report equipment malfunctions to the Recreation Supervisor, Park Police or other appropriate employee.
5. Monitor vending machines and protect against vandalism. Post signage when out of order.