

# **RIVER FOREST COMMUNITY CENTER**

## **Evening / Weekend Building Supervisor**

### **Job Description**

It is the goal of the River Forest Community Center (RFCC) to provide a safe, secure environment for all program participants and building guests. To help achieve this goal, it is the Community Center's policy to have a building supervisor or staff member present during all activities or functions in the building.

The Evening/Weekend Building Supervisor is responsible for tending to all building matters during his/her shift, including room setups, customer service, front office responsibilities, basic building maintenance, and security. Additionally, the Evening/Weekend Supervisor is also responsible for protecting the building from damage or theft.

The Evening/Weekend Building Supervisor must have the ability to perform the following functions:

1. Work in a customer service based organization and understand the programs and services of a multi-dimensional recreation agency.
2. Work directly with other staff members, the Executive Director and, at times, the Board of Governors
3. Undertake projects as required to facilitate the effective operation of the Community Center.
4. Work independently, exercising sound judgment and initiative.
5. Perform the duties of a front office staff member including, but not limited to, answering phones, disseminating program information and taking payments and program registrations as needed.

**Immediate Supervisor:** Building Manager

**Classification of Position:** Non-Exempt Part Time

### **Job Responsibilities**

#### **Daily Responsibilities**

1. Whenever on duty, RFCC Evening/Weekend Building Supervisors are expected to wear the staff shirts provided by the Community Center
2. At the beginning of the work shift, the Evening/Weekend Supervisor is to review the daily building schedule and prepare all rooms or building areas as needed to accommodate RFCC programs, community organizations or rental groups. All setups are to be completed at least 20 minutes prior to the scheduled start of the activity.

3. After completing all required set-ups for the shift the Evening / Weekend Building Supervisor is to empty all recycling bins in the building and take the recyclables out to the appropriate dumpster.
4. Ensure all building security and lock-down at the end of the night is completed.
5. Maintain a visible staff presence to any activities taking place within the building with periodic check-ins.
6. Maintain rest room appearance and functionality.
7. Cleaning of the building as needed including mopping, sweeping, and picking up debris.
8. Perform end of day building procedures.
9. Maintain front desk including processing and keeping a record of payments made.

### **Required Skills**

1. Customer Service
2. Attention to detail
3. Clerical experience or ability to learn
4. Communication skills
5. Ability to meet needs of position physically including but not limited to stand, walk, climb stairs, or sit for an extended period of time. Ability to lift and/or move objects up to 70 lbs.