



River Forest Park District

Job Description

Job Position Title: Building Attendant

Salary Range: See Starting Salary Range

Starting Salary Range: \$10.00/HR

(Note: Must be within the first 40% of the Salary Range.)

Working Hours: The Building Attendant is an hourly, part time, non exempt position, working flexible hours depending on the length of the building room rental. The Building Attendant will report one-half hour before the rental is to begin and work one-half hour after the completion of the rental. Rentals lengths are generally 2 to 5 hours during the weekday evenings and on weekends.

Summary: The Building Attendant is responsible for the set up, supervision, takedown and janitorial maintenance for room rentals at The Depot, 401 Thatcher Avenue.

Qualifications: Minimum of 21 years of age. In good physical condition to lift 50 pounds.

Immediate Supervisor: The Building Attendant reports directly to the Executive Director.

Essential Functions:

1. Communicate with the Executive Director regularly on park district matters.
2. Serve as building supervisor for room rentals at The Depot, 401 Thatcher Avenue.
3. Set up and takedown tables and chairs for the rental, and perform janitorial duties for room rentals. This includes but not limited to trash removal; cleaning bathrooms; sweeping and mopping hard surface floors; vacuuming carpets; washing counter tops, appliances, and fixtures; and washing program tables and chairs.
4. Demonstrate exceptional customer service skills in communication.
5. Support a quality loss control/safety program for the park district.

Marginal Functions:

Psychological Considerations: Must be able to function effectively in a fast pace environment.

Physiological Considerations:

1. Performing tasks that require walking, bending, stooping, standing, kneeling, climbing, reaching, and sitting. Perform lifting tasks up to 50 pounds.

Environmental Considerations: Most activities are performed indoors; these conditions include lighting and temperature.

Cognitive Considerations: The Building Attendant must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.