



ANDERSON TOWNSHIP

Position Description

Mission Statement

To provide services which protect and enhance the quality of life in our community.

JOB TITLE: Building Attendant
DEPARTMENT: Administration
REPORTS TO: Event Coordinator
FLSA STATUS: Non-Exempt
DATE OF LAST REVISION: 02-2019

DEFINITION

The Building Attendant assists the Event Coordinator with a variety of duties related to events and activities that take place on Township-owned property.

ESSENTIAL FUNCTIONS

The Building Attendant will interact with and take direction from the Event Coordinator regarding the use of Township buildings and properties. This position will set-up and break-down tables and chairs, perform light janitorial duties and assist renters and event attendees. This position may be required to open and/or close Township-owned buildings according the scheduled activities for that day.

EXAMPLES OF WORK

- Notify Event Coordinator of any safety and/or maintenance issues
- Set-up and break-down for activities and rentals, including tables, chairs, a/v equipment
- Inspect building for issues overlooked by contract cleaning service
- Monitor the outside grounds for litter/debris. Remove as appropriate.
- Receive deliveries from various suppliers, including vending provisions, paper/cleaning products, office supplies and activity/rental related material
- Other duties as assigned

REQUIRED KNOWLEDGE AND ABILITIES

Position Description
Building Attendant

The Building Attendant must have the ability to interact and communicate with renters and the general public in a professional and supportive manner. This position must have a general understanding of building maintenance.

QUALIFICATIONS

This position must have at least a high school diploma or its equivalent. Additional education in building maintenance, event management or related industry is preferred. Must have a valid Ohio driver's license and at least 3 years of facility maintenance, event management or similar experience.