

SPARC - Part-time Job Description (AM)

The part time employee will cover the SPARC during the morning and early afternoon hours Monday through Friday, from 8am-2/3pm and, preferably, Saturdays from 9am-12/2pm. 30-36 hours a week, at least \$15 per hour DOE and no benefits.

Duties will include*:

1. Opening facility;
2. Checking in users as they arrive for activities, including taking and tracking their payments;
3. Controlling the court lights and music;
4. Assisting any walk-in customer questions, either answering them or referring to person who can answer;
5. Providing schedules, rental request forms or other documents as needed to walk-in customers;
6. Keeping court surface free of moisture, dust or debris whenever needed, including sweeping at the beginning of every day;
7. In the winter you may need to shovel and/or put ice melt on the sidewalks;
8. Assisting users as needed such as ice bags or bandaids for injuries, or toweling up any wet spots;
9. Light janitorial duties, including cleaning the restrooms, sweeping and mopping;
10. May be asked to do light lifting, work on small construction/painting projects, etc;
11. Making sure check-in tablet is charged and ready for afternoon/evening activities;
12. Cleaning up around the building and deal with the money at the end of your shift; and
13. Closing and securing the facility.

*** Extra job duties to be required due to COVID-19:**

- *Employee/volunteer will be the sole person checking in users with the iPad/tablet as they arrive for sessions*
- *Sanitize hands often (after handling of money/cards)*
- *Cleaning/sanitizing touched surfaces in between (and sometimes during) sessions*
 - *ie: counters, door knobs/handles, bathroom surfaces/handles, horizontal surfaces, hand sanitizer bottles, top of rails around facility, equipment*
- *Enforce the COVID19 State Mandates*
- *Enforce the SPARC's COVID19 protocols:*
 - *Are masks mandatory? (If so, please enforce this rule)*
 - *Stay 6' away from others (10' when exercising/walking)*
 - *Be aware of the maximum # of people that are allowed in the space at one time*
 - *Use hand sanitizer upon arrival and departure of facility*
 - *One customer in bathroom at ONE time, no changing allowed*
 - *Any client feeling sick or exhibiting any COVID-19 symptoms is not allowed in the facility*