

SPARC - PT Job Description (Fri-Sun)

This part time Front Desk & Floor Attendant position will cover the SPARC on Fridays, Saturdays, and Sundays during morning, afternoon, and some evening times. Our program & private rental schedule changes regularly, so flexibility on these 3 days is preferred. 12-18 hours a week, at least \$16 per hour DOE, and no benefits. We're hoping to fill this position by the middle of August.

We are looking for someone who is good with people of all ages (in person & over the phone), able to learn our POS system, knowledgeable of basic computer skills, and attentive to detail. You are the first person who greets everyone when they walk in, you enforce the "clean shoes on the main floor" rule, and you ultimately take pride in keeping the facility clean & welcoming. Cleaning duties range from cleaning up frosting or a sticky drink that spilled on the floor during a kid's birthday party, wiping/sweeping/vacuuming of the entry area floor during the muddy/dirty months, or keeping the bathrooms clean. Heavy janitorial duties include using the (walk-behind) floor scrubber and mopping the bathroom floor monthly.

Application available at: sparchomer.org | Forms | SPARC Employment Application

Requirements:

1. Pass background check
2. CPR/ First Aid Training Certificate (at our expense if hired)

General 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 and/or end of shift;
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. Completing incident reports (as necessary);
10. Light janitorial duties, including cleaning the restrooms, sweeping and mopping;
11. Heavy janitorial duties, includes using the (walk-behind) floor scrubber monthly;
12. May be asked to do light lifting, work on small construction/painting projects, etc;
13. Making sure check-in tablet is charged and ready for afternoon/evening activities;
14. Cleaning up around the building and deal with the money at the end of your shift; and
15. Closing and securing the facility.
16. Most of the year we have private birthday parties scheduled on Saturdays & Sundays!