



[PT Job Opening at SPARC \(Fri-Sun\)](#)

This part time Front Desk & Floor Attendant position will cover the SPARC on Fridays, Saturdays & Sundays, and be the back-up for the Mon-Thurs daytime employee (if possible). Our private rental schedule changes depending on the events booked each week, so some flexibility in your schedule is necessary. Friday hours are 8:15am-1:45pm (or 2:30pm). Saturday hours range from 9:45am to 11:45am, 9:45am to 2:30pm, or 9:45am to 5:00pm, depending on the parties booked that day. Sunday hours are 1:00pm to 4:00pm, but only if a private birthday party is booked. This position will range in hours from 8 to 18 hours being available every weekend. Applicants must be 16 years of age or older. Approx. 8-17 hours a week, at least \$16 per hour DOE, and no benefits.

We are looking for someone who is good with people of all ages, especially children, 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 during the muddy/dirty months, and keeping the bathrooms clean. You report directly to the SPARC Coordinator, who reports monthly to the SPARC Board.

Please send your application & resume to sparchomer@gmail.com.

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, tracking their payments & signing of liability waivers;
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, dusting, sweeping and mopping;
11. May be asked to do light lifting, work on small construction/painting projects, etc;
12. Making sure check-in tablet is charged and ready for afternoon/evening activities;
13. Cleaning up around the building and deal with the money at the end of your shift; and
14. Closing and securing the facility.
15. Most of the year we have private kid's birthday parties scheduled on Saturdays & Sundays!