



**Job Title:** Facility Attendant  
**Department:** Recreation & Facilities  
**Classification:** Part-Time, Non-Exempt  
**Salary Range:** Hourly  
**IMRF Position:** No/Yes

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## **POSITION FOCUS**

Under the general direction of the building leader/Facility Manager, the Facility Attendant is responsible for the entire facility cleaning, gym/turf/room set ups, facility tours, track cleaning, facility rule enforcement and maintenance of the Park District assets.

## **SUPERVISORY RELATIONSHIPS**

Reports directly to the Facility Manager and indirectly to the Facility Coordinator.

Does not have direct reports.

## **ESSENTIAL FUNCTIONS**

1. Responsible for all facility cleanings of the gym, turf, track, lobby (mopping, sweeping, empty trash cans & etc.), bathrooms (toilets, sink, urinals, trash cans & etc.), program rooms (tables, chairs, emptying trash cans, clean windows & etc.), elevator, stretching area, storage areas and multipurpose rooms.
2. Assist with Indoor Turf maintenance.
3. Answer general public inquiries in person or via rental tours concerning building activities or rental opportunities.
4. Monitor open gymnasium time/gym activities, open turf time/turf activities, volleyball play, track usage and banquet room usage.
5. Unlock and lock exterior facility doors and interior room doors within facility.
6. Arm/unarm the building alarm during opening and closing shifts.
7. Use of Park District Equipment including but not limited to hydraulic lifts, ladders, cleaning equipment, floor machines and any other piece of Park District Equipment.
8. Perform room set ups for program rooms, turf, and gym activities.
9. Removal of snow from Park District property, including but not limited to walkways, and entrances as needed.
10. Monitors/Inspects Park District Property/Equipment for safety and maintenance issues and makes recommendations for improvements or needed work orders.
11. Performs the job safely and in compliance with District policies, procedures, work and safety rules and the employee handbook.
12. Assists with Park District special events.
13. Assists with deliveries of supplies and equipment within building and/or to other locations.
14. Required to respond to emergencies and provide First Aid or CPR as needed.
15. Report all incidents and emergencies to supervisor and complete appropriate documents.
16. Additional job duties as assigned.

## **SECONDARY RESPONSIBILITIES**

1. Participate as a team member to assist and improve the overall services to the community.



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2. Be familiar with established District policies and procedures and conduct self in accordance with same.
3. Regular and punctual attendance. Notify supervisor a minimum of 48 hrs of a shift schedule change.
4. Maintain a neat and orderly work environment.
5. Work in a positive and professional manner.
6. Attend required meetings and trainings as designated by supervisor.

### **EDUCATION, EXPERIENCE, AND TRAINING**

- At least 18 years of age.
- Attain within six (6) months of employment and maintain valid CPR, First Aid, and AED certification.
- Previous experience in customer service is preferred.
- Valid Class "D" drivers license- Some positions and locations

### **REQUIRED KNOWLEDGE, ABILITIES AND SKILLS**

- The ability to pass a background check within the Illinois Park District code requirements and pre employment drug screen if driving agency vehicles.
- Schedule and manage time effectively.
- Be able to work independently with initiative.
- Approach duties and responsibilities of the position with enthusiasm.
- Ability to problem solve and resolve differences and situations that arise with patrons and work together with other Park District employees.

### **HOURS AND ENVIRONMENTAL CONSIDERATIONS (includes Physical Demands)**

- Monday through Sunday, 10 to 29 hours a week, with work hours designated by the facility manager. Work hours as early as 6:00am and as late as Midnight.
- General work area is an indoor, smoke-free environment with controlled temperatures and fluorescent lighting. With exposure to noise distractions from employees or equipment operation in adjacent work areas.
- Frequent exposure to cleaning materials and supplies.
- May have limited exposure to infectious disease if required to perform routine first aid or emergency procedures.
- Required use ladders and other tools to access building amenities.
- This position moves frequently around the building.
- The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- Infrequently moves items weighing up to 0-50 lbs.



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- Requires bending, kneeling, and reaching for items, supplies or materials as directed.

### **OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

### **AFFIRMATIVE ACTION/EEO STATEMENT**

At Palatine Park District, we are proud to be an Equal Employment Opportunity and affirmative action employer. We celebrate diversity and are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better we can serve the Palatine Park District Community.

### **SIGNATURES**

This job description has been reviewed approved by:

Supervisor/Manager Name: \_\_\_\_\_

Supervisor/Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent/  
Director Name: \_\_\_\_\_

Superintendent/  
Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## **EMPLOYEE ACKNOWLEDGEMENT STATEMENT**

By my signature below I acknowledge that I have received and have had an opportunity to review the copy of my job description.

I understand all my job duties and responsibilities and I am able to perform the core responsibilities as outlined.

I understand that the job description is intended to describe the general nature and level of work performed by me and is not a complete list of responsibilities, duties, and skills required of me in this position.

I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I recognized that the job description is used by the employer and the employee to clarify expectations regarding reporting relationships, qualifications, physical requirements and essential duties.

If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor.

This is not a contract or enforceable promise or guarantee of any kind, of any specific terms or conditions of procedural rights, and that any or all portions of this procedure may be amended or eliminated from time to time without advance notice.

### **Acknowledgement Signatures**

Employee Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_