



Job Vacancy Notice

Position: Pekin Park District Rental Facility Attendant

Department: Recreation & Miller Center

Qualifications:

- The candidates will demonstrate an outgoing, friendly and helpful attitude.
- The candidates will demonstrate effective communication skills and be able to receive and respond to questions and concerns from patrons.
- The candidates will monitor and enforce rules, policies and procedures.
- The candidates will be available evenings and weekends
- The candidates will perform minimal custodial duties including set up and take down of tables and chairs.
- The candidates will possess the ability to work with minimal supervision, keeping in contact with facility supervisors regarding any concerns.

Pay: \$11.00/ hour

Application: Applications are available at the Recreation Office, Miller Center and online at www.pekinparkdistrict.org

Deadline: Open until positions are filled

Examples of duties & responsibilities:

- 1) Review events and communicate with facility supervisor any questions before the event, pick up keys from the rental facility.
- 2) Set up and take down of chairs and tables in accordance with rental agreement.
- 3) Arrive with plenty of time to prepare the rented space (unlocking doors, turning on lights, adjusting temperature, and any necessary steps to be prepared).
- 4) Provide guest service during the rental; greet renter and go over policies.
- 5) Clean entire facility after rental is complete.
- 6) Additional janitorial duties depending on type of rental.
- 7) Keep the supervisor informed of all matters relating to the facility.
- 8) Adhere to all Pekin Park District rules & regulations.
- 9) Other duties that may be assigned.

