

City of Mason
Employment Opportunity
For
Manager on Duty

Hiring Range: \$17.00- \$21.63 DOQ **Classification:** Coordinator
Reports To: Membership & Marketing Manager or Designee
FLSA: Non-Exempt
Department: Parks & Recreation
Working Hours: Variety – Evening, Weekend, Holiday
Status: Part-time – 25 hours/week

General Statement of Duties and Distinguishing Features of Class

Responsible for the overall facility management and supervision of staff of the Mason Community Center (MCC) along with or in the absence of the Managers, Supervisors and Coordinators within the Community Center.

Examples of Work (Illustrative Only)

- Supervises facility operations and staff in the absence of supervisor .
- Coordinates the opening, set-ups/tear-downs, closing and securing of the MCC.
- Handles, with professional judgment, disciplinary cases involving facility patrons.
- Responsible for the security and accountability of facility's daily cash deposits.
- Perform hourly building walkthroughs and complete area visit forms
- Check daily schedule for programs and events scheduled for that day
- Verify meeting rooms and programs have been set-up and are operating
- Maintain facility cleanliness by verifying that area cleaning checklist are being completed; assist as necessary
- Perform basic pump room maintenance on an as-needed basis
- Answer and assist customer service staff with answering customer needs and concerns, program registration, facility tours, pass sales and guest pass issues
- Answer and assist customers with any concerns or incidents reports, complete any incident or accident reports as needed.
- Access safe, assign cash bags, complete deposits, perform voids, perform sales reversals, and handle all other needed financial transactions
- Once a shift perform an outdoor pool check (summer only)
- Maintain daily checklist, area visits, cleaning inspections logs, opening and closing logs, etc. records
- Verify all building signage, correct as needed
- Coordinate with custodial staff any repairs or special cleaning items that need to be performed
- Maintain communication with custodial staff during shift
- Report all issues to appropriate supervisor
- Maintain staff adherence to city uniform and break guidelines
- Complete facility rental transactions as needed
- Add work items to maintenance requests
- Complete school district work tickets as needed
- Inspect and restock first aid kits
- Check on all emergency supplies and flashlights
- Check AED locations and inspect AED's
- Complete weekly maintenance walkthrough inspections
- Complete inventory of cleaning supplies, request order if needed

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- Print and maintain weekly facility schedule
- Complete monthly fire extinguisher checks
- Recreation in a friendly, firm and consistent manner.
- Promotes positive and respectful interactions between patrons and employees.
- Assists in the promotion, marketing and public relation efforts of the MCC.
- Prepares and maintains administrative records and paperwork as requested.
- Attends in-service training sessions and/or staff meetings as requested.
- Uphold the policies and procedures of the City of Mason and Parks & Recreation Department.
- Display knowledge of the department's *Infectious Material & Exposure Incident Policy* and facility Emergency Action Procedures.
- Administer and record any necessary first aid/victim care within the level of emergency training.
- Demonstrates knowledge of all emergency procedures throughout the recreational areas.
- Performs related duties and responsibilities as assigned.

Skills, Knowledge, and Abilities: The following is preferred

- Possession of a high school diploma or GED required; post-secondary education highly desirable
- Acquire and maintain current certification in American Red Cross *CPR/AED for the Professional Rescuer* and *Standard First Aid* certifications
- Knowledge of the methods, materials, tools and practices used in the operation and maintenance of a recreational facility
- Ability to exercise good judgment and function within broad guidelines with minimal direction or supervision
- Ability to work a flexible schedule (including evenings, weekends & holidays)
- Previous supervisory experience in a recreational setting

Physical Requirements

Work in a recreational/office environment, frequent walking and standing; ability to lift/carry objects up to 50 pounds, stoop and crouch, walk, sit or stand for extended periods.

I understand that I am applying for employment at will, and nothing in this job description and no oral statements made to me in connection with this job description can be construed as a contract of employment.