

# Charter Township of Ypsilanti

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## ***Building Attendant***

### **Summary**

This position performs as a receptionist to the users of the recreation center. Primary responsibilities include monitoring facility use, taking building reservations and program registrations, phone and in-person public relations.

### **Supervision Received**

This position is under the general direction of the Recreation Services Manager. Duties performed according to established procedures and techniques.

### **Responsibilities and Duties**

*An employee in this position maybe called upon to do any or all of the following essential duties: (These examples do not include all of the duties the employee maybe expected to perform).*

1. May open the community center building and rooms needed for program use.
2. May perform security checks incidental to the work: Checking proper facility usage by clientele; checking doors and windows; securing building at the end of the business day.
3. Accept program registrations, rental applications, court reservations and fees. Review forms for completeness and enter into computerized system to generate receipt. Cash out register and lock up money at the end of shift.
4. Ensure facilities are used in a safe manner and that proper footwear is worn on court surfaces.
5. Enforce building use rules and regulations as well as department policy.
6. Provide help to public including but not limited to program information, program location, policies and procedures.
7. Distribute equipment to instructors and facility users.
8. Perform light maintenance duties as needed: Restock paper dispensers in restroom's, wipe up spills, etc.
9. Keep office printers, copiers, brochure racks and office forms files stocked and up to date.
10. Makes copies and contact class/program participants as needed.
11. Perform related duties as required.

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### **Essential Functions, Qualifications and KSA's for Employment**

*The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.*

- Knowledge of the basic principles of customer relations and service delivery.
- Interpersonal skills to develop and maintain effective working relationships with the public, co-workers and officials.
- Skill in the use of the computer.
- Ability to take and account for fees collected, and to make change accurately.
- Ability to communicate effectively in writing, verbally in person and on the telephone.
- Must be able to work evenings and weekends.
- Graduation from high school or equivalent.

Ypsilanti Township  
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