

**LINDENHURST PARK DISTRICT**  
**JOB DESCRIPTION**

Job Title: Building Attendant  
Classification: Part Time, Hourly  
Salary Range: \$12-\$15  
Department: Recreation



**JOB SUMMARY**

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The Lindenhurst Park District Building Attendant is responsible for aiding the Athletic Supervisor and Maintenance Supervisor with the operation of the Community Center.

**JOB DUTIES**

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- Opening and closing of facility
- Balance and complete revenue sheet
- Account for all cash being collected while on shift, make appropriate change for all paying customers
- Check patrons ID's to determine if they are resident or non-resident when paying for open gym activities
- Handle cash
- Wear proper attire including staff shirt and name tag
- Practice positive customer service and interaction at all times by greeting all customers who enter the facility, assisting with customer inquiries and seeking additional information for a customer as needed, solving all customer complaints in a timely fashion or providing customer with contact information of appropriate staff person for additional assistance
- Complete cleaning tasks as specified on daily checklist
- Ensure all doors are closed securely and locked at the end of shift
- Adhere to facility policies and procedures
- Perform job duties in a safe manner
- Setup and breakdown equipment used during open gym
- Set up and clean up rooms for scheduled rentals
- Supervise entire facility at all times
- Report all incidents, accidents, and injuries promptly
- Assist in training of new building attendants
- Maintenance of complete and accurate records and reports on activities; and other responsibilities as required.
- Performs other assignments as required or assigned which are reasonably within the scope of the aforementioned

**STAFF EXPECTATIONS**

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Be a role model to participants and other staff members. Communicate appropriately and effectively to participants, families, coworkers and general public. This person must have the ability to produce accurate work on a timely basis and to perform duties with initiative, persistence, creativity, integrity, good judgment, tact and courtesy. Knowledge of Lindenhurst Park District's properties, facilities, and staff.

## SAFETY & LOSS CONTROL

Obey and enforce safety rules and procedures as listed in the Safety Manual for Staff and Volunteers, and with applicable sections of the Personnel Policy Manual(s).

Current first-aid and CPR certificate or ability to certify upon hire is required. Should be familiar with the use of current safety precautions used in recreation and park settings. Ensure availability of appropriate personal protective equipment and first-aid kits. Demonstrate proper use of equipment and materials specific to each job/task assigned. Continually observe and evaluate work conditions and practices. Correct unsafe conditions and practices immediately upon discovery.

Report all incidents, accidents, and injuries promptly. Comply with all reporting requirements and follow-up investigating procedures to remedy unsafe conditions.

## EMPLOYMENT STANDARDS

Academic Preparation – Training, Experience & Desirable Attributes - Must be at least 16 years of age. Preference is given to applicants with experience working with the public.

Positive attitude, ability to work collaboratively and to solve problems. Can-do attitude, and ability to take initiative. Go-getter and self-starter. Friendly and welcoming.

Lindenhurst Park District will conduct a criminal background check on all applicants for this position. Applicants may be required to submit fingerprints and/or other identification information in order to facilitate such an investigation. Lindenhurst Park District reserves the right to make any and all inquiries into an applicant's employment.

Employees are required to furnish proof of citizenship or right to work by completing the federal Form I-9 and proving the appropriate supporting documentation within the first three days of employment. Employees may also be required to furnish the Lindenhurst Park District with a certified proof of date of birth at the time of hire.

The staff may terminate employment with the Lindenhurst Park District at any time and the Park District reserves the similar right.

## SIGNIFICANT RESPONSIBILITY

Due to the nature of the Building Attendant position and the parks and recreation field, this person is expected to work a schedule that fulfills the objectives of the Lindenhurst Park District including and without limitation, attending work related meetings during early morning and some evening hours.

## PSYCHOLOGICAL CONSIDERATIONS

The Building Attendant must resolve differences and problems that arise with citizens, participants, personnel, and volunteers.

**PHYSICAL AND ENVIRONMENTAL CONSIDERATIONS**

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Employee performs activities both indoors and outdoors. Indoor environment conditions will include lighting and temperature. Employee will periodically perform activities outdoors as well. Outdoor environmental conditions will include temperature (extreme heat or extreme cold) and other relative to programming.

Sitting – occasionally	Walking – frequently	Strength – Up to 40lbs; up to 100lbs with assistance
Kneeling – occasionally	Crouching – occasionally	Crawling – occasionally
Reaching – frequently	Handling – frequently	Feeling – occasionally

**PHYSIOLOGICAL CONSIDERATIONS**

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Will need to respond quickly and accurately. Must be able to work and communicate effectively with the volunteers, participants, parents, media, staff, etc.

**COGNITIVE CONSIDERATIONS**

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Employee must be able to follow directions and perform work activities as described. Must be able to read and understand written materials and manuals and follow rules and verbal instructions. Must possess good safety awareness and judgment.

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

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It is the policy of the Lindenhurst Park District, in accordance with State and Federal law to provide equal employment opportunities to all qualified persons. All personnel policies and decisions pertaining to hire, promotion, transfer, layoff, rates of pay, discipline, discharge and other terms and conditions of employment are made and executed without regard to race, color, religion, sex, national origin, citizenship status, ancestry, age, marital status, military status, physical or mental disability unrelated to a person’s ability to perform the essential functions of his/her job, association with a person with a disability or unfavorable discharge from military service.

I UNDERSTAND AND WILL COMPLY WITH ALL AREAS WITHIN THIS POSITION DESCRIPTION AND ANY AND ALL OTHER PARK DISTRICT POLICIES, RULES AND GUIDELINES AS PROMULGATED PERIODICALLY.

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Signature of Employee

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Date

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(Please Print Full Name of Employee)