

CITY OF PAPILLION

JOB DESCRIPTION

POSITION TITLE: Facility Attendant - Sumtur Amphitheater

REPORTS TO: Amphitheater Manager

SUPERVISES: Volunteers as Necessary

PURPOSE OF POSITION: Responsible for assisting in the operation of all facility functions of an amphitheater. The incumbent is responsible for greeting patrons and guests in a friendly manner. The incumbent is responsible for assisting in the set up, tear down and clean up of the facility for all functions held at the facility as well as completing a variety of daily and weekly cleaning responsibilities.

The incumbent will be required to work varied hours during the week including evenings, weekends and holidays.

ESSENTIAL FUNCTIONS:

(Any one position may not perform all of the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)

Utilizes various cleaning equipment and appliances; ensures that equipment is in proper working order.

Operates a leaf blower, power washer, vacuum cleaner, carpet cleaner, moving equipment and other equipment as required in order to complete daily assigned tasks.

Inspects and cleans event areas on a regular basis to maintain cleanliness and a hazard free environment; performs various custodial duties such as sweeping, vacuuming, picking up trash and sanitizing.

Returns equipment used and prepares them for use the following day.

Assists in the set up, tear down and clean up of all facility events and rentals.

Performs general clean up, maintenance and repair to amphitheater areas, such as changing light bulbs, minor equipment repair, cleaning spills, removing trash, tidying up, replacing tables and chairs etc. daily.

Responsible for adhering to and enforcing rules and regulations to ensure a safe and enjoyable environment; refers individuals who fail to comply with regulations to the supervisor.

Attends staff meetings and participates in employee training sessions as required.

Reports complaints, problems and needs concerning equipment and supplies to supervisor such as defective items, damaged or broken items or equipment.

Prepares accident and incident reports and communicates all incidents to immediate supervisor.

Refers citizen complaints to the supervisor for resolution.

Fills in for other employees as needed.

Establishes and maintains positive public relations with community groups, the general public, and other employees.

Fills stock and display receptacles as required.

MARGINAL FUNCTIONS:

Performs other duties as directed or as the situation dictates.

ESSENTIAL KNOWLEDGE, EXPERIENCE AND ABILITY:

Ability to operate a variety of cleaning equipment and perform daily tasks as required.

Ability to learn and to apply skills and techniques utilized in operation of the entertainment sound and lighting systems

Ability to learn and apply city policies dealing with emergency situations and/or general inquiries from the public and/or other co-workers.

Ability to learn the facility's rules and regulations pertaining to facility maintenance.

Ability to communicate and deal with the general public in a courteous and tactful manner.

Ability to accurately prepare various records and reports in accordance with established procedures.

Ability to perform job duties efficiently while managing frequent interruptions and/or dealing with stressful or potentially hazardous situations.

Ability to understand and follow both oral and written instructions.

Ability to communicate effectively, verbally and in writing, in English.

Ability to establish and maintain effective working relationships with the general public, other employees, and municipal officials.

Operates entertainment audio and lighting systems in the performance of job duties.

MARGINAL FUNCTIONS:

Performs other duties as directed or as the situation dictates.

ESSENTIAL EDUCATION, CERTIFICATION AND/OR LICENSES:

1. Must possess a valid driver's license.
2. Must be at least 16 years of age at the time of hire.

ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS:

Work is performed primarily outdoors in an office/concession/stage environment amid normal conditions of noise, fumes, odors, and dust with exposure to a variety of weather and temperature conditions. Great mental effort is required daily. Work assignments are broad and performed with minimal supervision. Regularly works evenings and weekends during the Amphitheater season with attendance at each event required. Moderate exposure to deadlines

Ability to stand and walk from 76 to 100% of the time; climb and reach from 26 to 50% of the time; and balance, bend, stoop, squat, kneel, crouch, push and pull up to 25% of the time.

Ability to move objects weighing up to forty (40) pounds up to 20% of the time, weighing up to twenty (20) pounds from 21 to 40% of the time; and weighing up to ten (10) pounds from 41 to 100% of the time.

Employee Signature

Date

Supervisor Signature
Approved 1/12/10

Date