

JOB OPENING

RECREATION DIVISION - RIVERPLEX

MANAGER ON DUTY

POSITION: PART TIME / \$14.00 PER HOUR, AVERAGE OF 10 - 15 HOURS PER WEEK

RESPONSIBILITIES

- Operation of building in the absence of full time staff.
- Conducting several rounds of the entire facility throughout shift. Taking notes of building cleanliness, broken items, lights in need of replacement, etc.
- Focusing on large populated areas at certain times of the shift, to include playground, outdoor volleyball courts and parking lot as needed.
- Rotating staff and assisting staff on special projects as the need arises. Stepping in and assisting staff when needed.
- Communicating and providing support to other department managers in situations that may involve additional discipline of patrons or staff.
- Assisting staff at the end of the shift to get final jobs completed.
- Checking the business reports at the end of the evening.
- Checking and securing all doors in all departments and of the building, at the end of the evening.
- Responding quickly, intelligently, decisively and in accordance with established emergency and accident management procedures.
- Handling all discipline situations in association with department managers with fairness and courtesy in mind. Supporting other department managers professionally when dealing with all situations.
- Providing additional coaching and training for staff that may need it, along with the department managers.
- Answering questions and resolving situations as they arise. Forwarding questions to the appropriate departments as necessary.
- Understanding emergency procedures and work with other key staff to direct people efficiently and effectively.
- Filling in and operating the front desk area if needed.
- Utilize facility radio while on duty to communicate with staff.
- Follow all safety procedures that pertain to the duties performed and support all aspects of the Park District safety program.
- Perform all other duties as assigned.

SUCCESSFUL CANDIDATES WILL HAVE

- Excellent and consistent customer service.
- Excellent organizational skills.
- Ability to count money and give correct change if the need arises.
- Ability to communicate effectively with all patrons and departments.

OTHER

- While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

