

POSITION: Civic Center Receptionist/Maintenance Worker

ACCOUNTABLE TO: Park & Rec Director

PRIMARY OBJECTIVE OF THE POSITION:

Under general supervision:

- Performs responsibilities as Civic Center receptionist and keeps or assures Civic Center facilities are clean and orderly
- Makes minor repairs
- Maintains grounds around buildings
- Work varies somewhat; individual judgement within prescribed standards and procedures is required

ESSENTIAL JOB FUNCTIONS:

- Physical requirements include climbing, walking, bending, stooping and lifting up to 75 pounds (greater with assistance)
- Must possess a valid Montana driver's license

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Sweeps, buffs, scrubs, strips and waxes floors where applicable
- Dusts and polishes furniture and woodwork, replenishes supplies, empties and cleans water receptacles; washes windows and walls; replaces light bulbs
- Assists in the moving of furniture, desks and equipment
- Turns out lights and locks and/or unlocks doors and windows
- Maintains equipment and materials, cleans restrooms
- May make minor repairs to doors, windows and locks
- Does routine painting, cleans up grounds by picking up paper and trash, shovels snow and performs other related duties
- Serves as a receptionist for the Civic Center, involving substantial public contact requirement common courtesy and relaying of information and assistance as requested by patrons
- May assist in scheduling of center, including leagues and their activities, keeps track of membership dues, monthly receipts and assisting members with their programs; performs other related duties
- Maintains a daily log of activities, handles moderate amounts of fees and dues, and will prepare daily deposits for the Supervisor
- Handles or uses hand tools and equipment which relatively are not easily damaged

- Duties require substantial physical efforts of lifting, climbing, bending and stooping; works requires contact with undesirable weather and working conditions including exposure to cleaning compounds and chemicals

SUPERVISION AND RESPONSIBILITY FOR WORK OF OTHERS:

- Generally, none, however monitors client and user activities

EXAMPLES OF PERFORMANCE CRITERIA AND QUALIFICATION:

- Replaces light bulbs
- Performs general building maintenance
- Performs general custodial work as directed
- Serves as a receptionist for the Civic Center and schedules center activities
- Assists members with their program
- Performs other related duties