



JOB DESCRIPTION

611 E. Cascade Ave. | PO Box 2215 | Sisters, OR 97759 | ph: 541-549-2091 | sistersrecreation.com

Position: Facility Attendant

Reports to: Program Supervisor

Pay Rate/Status: \$16.50-\$22.28/hour (part-time, on-call)

Opening date: 5/8/2025

Closing date: Open until filled

General statement of duties: Facilitates the operation of facility activities, rentals, and events. Monitors and maintains security over the facility, equipment, and patrons. Performs related work as required.

Distinguishing features of the class: An employee in this classification is responsible for monitoring facility operations during activities, rentals, and events. The Facility Rental Attendant holds responsibility for the safety of participants. Work is performed under the general supervision of the program supervisor. Work is reviewed based primarily on results attained, feedback from participants, and direct observation. Supervision is not normally a responsibility of a position in this classification.

EXAMPLES OF ESSENTIAL DUTIES PERFORMED:

(Illustrative only. Any single position of a class will not necessarily involve all of the duties listed, and many positions will involve duties that are not listed.)

- Monitor facility and equipment; maintain facility safety and security as required.
- Ensure participant compliance with district rules, policies, and procedures as required.
- Ensure the safety of all participants and staff at the site.
- Assist with preparing for activities, rentals, and events; set up supplies and equipment; perform necessary cleanup.
- Maintain facility cleanliness; assist with light cleaning duties including, but not limited to, emptying garbage, sweeping, mopping, vacuuming, cleaning surfaces and windows, and other custodial duties as assigned.
- Work a flexible schedule, including evenings and weekends.
- Foster a collaborative and positive team culture that supports staff growth and effective communication.
- Respond to a variety of questions, concerns, and/or complaints from participants and the general public; keeps supervisor informed and updated on all relevant matters.
- Attend all department and district-wide staff meetings and trainings.
- Administer first aid/CPR and respond to emergencies as required.
- Provide excellent internal and external customer service through professional communication. Create a positive experience for staff and patrons through professional and courteous behavior and effective problem-solving resolution.
- Act as a mandatory reporter and report suspected cases of abuse and neglect to the appropriate authorities and direct supervisor.

DESIRABLE QUALIFICATIONS:

Abilities: Effective written and verbal communication; work successfully with participants and staff; work independently; act calmly and effectively in emergency situations; deal effectively with behavioral problems of participants; assign and review the work of others; maintain records and prepare accurate reports.

Physical demands of the position: The employee will frequently be required to stand and be mobile for over 70% of the work period. While performing the duties of this position the employee will frequently be required to crouch or kneel and seldom be required to bend and twist. Physical exertion and coordination are occasionally required to lift materials up to 30 pounds such as activity materials, snack foods, furniture, etc. The position requires the use of arms, wrists, and hands, including manual dexterity and coordination, for most of the work period. The employee is occasionally required to use a step stool and reach above the head and shoulder. In performing the essential duties of this position, the employee will spend over 70% of the work period indoors and the remainder outdoors, thus exposure to heat in summer is likely. Exposure to loud noise is low, and never requires ear protection. Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to the disability and the ability of the hiring department to accommodate the limitation.

Experience and training: Must be at least 16 years of age, **and** some experience with recreation programs, customer service or rental/event management **or** any satisfactory combination of experience and training which demonstrates the knowledge, skills, and ability to perform the above-described duties.

Necessary special requirements: Possession of or ability to obtain current first aid and CPR certificates; possession of or ability to obtain a current Oregon Food Handler Permit; possession of or ability to obtain a valid Oregon driver's license; safe driving record. Ability to pass a criminal background check.

Sisters Park & Recreation District is an equal opportunity employer.

Updated 5/9/2025