



Muskingum Watershed Conservancy District Position Description and Requirements

Position Title:	Facilities Attendant Supervisor	Date:	December 19, 2016
Department:	Recreation	Classification:	Seasonal (S)/ Variable (V)
Reports to:	Park Mgr and/or Asst. Park Mgr	FLSA Status:	Non-exempt
Directly Supervises:	Facilities Attendant(s)		

Summary of Responsibilities

Responsible for supervising Facilities Attendants in keeping shower buildings, cabins, activity centers, park offices, and other assigned areas of park in a clean and orderly condition. Practices standard MWCD safety procedures in performing job duties and assists other MWCD personnel as required.

Directs the day-to-day activities of assigned Facilities Attendants and creates the schedule for the same. Coordinates cabin cleaning and prioritizes cleaning tasks.

Provides excellent customer service when interacting with MWCD guests.

Provides on the job training for facilities attendants and communicates employee and customer issues to park management.

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions *include the following. Other duties may be assigned.*

Cleans restrooms, showers, changing areas, cabins, offices and other public and employee only use areas of park buildings.

Cleans and disinfects sinks, countertops, showers, toilets, and shower building floors. Replenishes bathroom supplies. Replaces light bulbs as needed.

Sweeps and scrubs floors. Vacuums and cleans carpets, upholstered furniture, and window treatments. Dusts furniture and polishes metalwork. Washes walls, ceilings, and woodwork. Washes windows, door panels, windowsills, and shower curtains.

Empties trash containers and/or wastebaskets. Transports trash and waste to disposal area.

Responsible for laundering of linen in cabins upon guest check out and restocking of supplies that are provided to guests before cabin check-ins.

Maintains inventory of necessary supplies and notifies Park Manager when reordering is required.

Notifies appropriate manager of any safety concerns realized while performing job duties.

Notifies appropriate manager of any employee issues among facilities attendant staff.

Skills and Abilities

Education: High school diploma or general education degree (GED); and one to three months related experience and/or training; or equivalent combination of education and experience.

Experience: Previous supervision experience is preferred. Housekeeping and prior

cleaning experience is preferred.

Computer Skills: Basic computer skills required

Certifications & Licenses: Driver's license valid in the state of Ohio.

Abilities: Ability to work well with the public and good public communication skills are required. Ability to plan and schedule a variety of activities. Ability to communicate ideas and plans to park staff and supervisor. Ability to handle stressful situations with professionalism.

Physical Demands

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle or feel, reach with hands and arms; climb or balance, stoop, kneel, crouch or crawl and taste or smell. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Work Environment

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate, and occasionally loud. The employee is frequently exposed to toxic or caustic chemicals.

Other Requirements, Expectations, or Unusual Conditions

This position requires weekend, evening and holiday work.

MWCD has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.

By signing here, I acknowledge that I have read and understand the position description and requirements for this position.

Signed _____

Date _____