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Job Description

Parks/Properties Building Attendant

Job Summary:

The building attendant oversees building and park facilities. This includes assisting the public and staff in their use of the buildings, monitors, open and closes, and cleans buildings before and after use.

Primary Tasks:

- Open all parks and properties buildings prior to scheduled events to check buildings (Bathrooms – toilet paper, towels, etc.), lights, heat.
- Assist people using rental facilities. If they are new to using the building advise them on cleaning up, putting tables away, trash, answering any questions they may have left, etc.
- Monitor groups using the building during the event.
- At the end of the event, and before the group leaves, check the bathrooms, kitchen, floors, to be sure everything is cleaned up. Advise groups of additional responsibilities, if necessary.
- After the event, turn off lights, air conditioning, lock all doors, etc.
- Report condition of building(s) to Parks Superintendent for refund of security deposit.
- Must be able to work evenings/weekends and holidays

Additional Responsibilities:

- May be required to perform events setup or cleanup based on rental agreement
- May be necessary to maintain sidewalks in inclement weather
- May be required to contact supervisor or police department should conditions require

Supervision Received:

- General supervision provided by the property Superintendent or Administrative Coordinator

Supervision exercised:

- Shall be responsible for adherence of all rules detailed in rental agreement

Specialized Training, Knowledge skills, and Abilities:

- General functional knowledge of all townships rental facilities and rules governing their use
- Valid drivers license
- Abilities to interact with guests in courteous and professional manner