

LAKEVILLE AREA SCHOOLS POSITION DESCRIPTION

POSITION TITLE: Facility Use Supervisor

DEPARTMENT / BUILDING: District Wide

TITLE OF IMMEDIATE SUPERVISOR: Facility Use & Systems Manager

BARGAINING UNIT: Casual Other

EXEMPT/NON-EXEMPT: Non-Exempt

LOCATOR (HR use only): 010

POSITION SUMMARY: The Facility Use Supervisor is responsible to be the primary on-site point of contact representing the District as a liaison for facility use, according to District policies, procedures and guidelines. This role acts as a communicator for all facility activities, events, concerns or issues such as main contact for building activity when the public has access to buildings, assisting with customer support, health and safety monitoring, communication and education, identifying and reporting issues, and initiating emergency response.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions of this position may include, but are not limited to, the following fundamental duties:

1. Provides customer service to all users in the facility and on the grounds. Is a positive role model for respectful behavior and problem solving strategies.
2. Be visible and present for facility and grounds users as the primary point of contact.
3. Opens and closes classrooms/gyms, fine arts facilities, district fields, and other spaces as scheduled.
4. Monitors all activities ensuring that facility users are following District policies, procedures and guidelines as well as any County, State, and/or Federal Guidance.
5. Monitors facilities and grounds use by conducting walk-throughs and positively connecting with user groups.
6. Returns child (ren) to the care of available parent or group leader when found wandering outside the assigned area.
7. Asks unauthorized or unsupervised people to leave the building.
8. Completes necessary paperwork including daily logs, safety and security reports.
9. Demonstrates knowledge of safety and emergency procedures for the facility and/or grounds of assignment, including building evacuation plans.
10. Ability and willingness to learn, understand, and follow documented work procedures.
11. Attends staff meetings as needed.
12. Demonstrates prompt, regular and reliable attendance.
13. Other duties as assigned.

REQUIRED QUALIFICATIONS (Specific training or job experience required before appointment):

1. High School Diploma/GED required
2. Proficient computer and technology skills required in Google apps, Excel, Word.
3. Strong interpersonal skills with a high focus on customer service.
4. Strong organizational and time management skills.
5. Maintain professionalism at all times.
6. Ability to work accurately, independently and as a team member.
7. Able to take initiative and problem solve within the guidance provided by the Facility Use Management.
8. Strong verbal and written communication skills.

PERFERRED QUALIFICATIONS

1. Template
2. Template
3. Template

| Employee is required to: | Never | Occasionally 1-33% | Frequently 34-66% | Continuously 66-100% |
|---|--------------|-------------------------------|------------------------------|---------------------------------|
| Stand | | | | X |
| Walk | | | | X |
| Sit | | X | | |
| Use hands dexterously (use fingers to handle, feel) | | | | X |
| Reach with hands and arms | | | X | |
| Climb or balance | | | X | |
| Stoop/kneel/crouch or crawl | | X | | |
| Talk, see and hear | | | | X |
| Taste or smell | X | | | |
| Physical (lift and carry): | | | X | |
| Up to 10 pounds | | | X | |
| Up to 25 pounds | | X | | |
| Up to 50 pounds | | X | | |
| Up to 75 pounds | | X | | |
| More than 100 pounds | | X | | |

DATE: **04/29/2024**