

Position: Part-time

Activity Center Security / Building Monitor

Salary: \$18.47 per hour

Department: Supervisors Office

Schedule: Part Time Position, up to 29 Hours per week (nights and weekend required)

Position Overview:

The position will be responsible for assisting the Highland Activity Center Director with keeping Activity Center Safe and Secure during rentals.

Works with Township staff to achieve established programs, processes, and goals.

This position reports to the Highland Township Activity Center Director.

Essential Job Functions:

Entering building using lock box code.

Report to facility 1/2 hour previous to rental. Assess facility for cleanliness, trash, toilets, tables, floor, kitchen void of debris and coffee station filter for the coffee pot provided. Clean if necessary and document findings.

Locate folder containing a copy of the contract and assessment forms. One for arrival assessment. Second, for assessment at time of departure. Assessments are to be done with customer and signed by both at time of completion. During summer outside is to be included.

Greet customers and give basic tour; where tables and chairs are located. Cleaning supplies, internet access code (township). Assist with computers and TV controls. Customers are allowed to use the steamtable if approved by Director.

Customers are required to setup and clean up independently. Security is not required to help, but may if one chooses to do so.

All set up and clean up are to be done within time allotted on contract. Document additional time at \$25 /hour have customer initial contract. Checks received should be left in office with rental paperwork.

Renters are to remove all tables and chairs from community room at the end of rental. Kitchen cleaned, Floors are to be swept then mopped. Bathrooms are to be cleaned, trash emptied.

Departure assessment to be done with customer and signed by security and customer. During summer outside is to be included. Check outdoor areas for cleanliness, back yard clear of debris and trash is emptied.

Ensure no damage to outdoor equipment.

Turn off all lights, temperature to be set at 70 degrees (winter and summer)

Lock all doors

Rules of conduct for Security

Neat Clean appearance

Maintain a positive friendly demeanor.

Act responsible/professional. Be firm but not adversarial

Do not engage with customers during their event unless invited

No visitors during work hours

Computer use in public area only if with earbuds or headset AND not in use by customer or their guests

Stay on the property while rental is in process

Periodic patrol of parking lot. Report any vandalism, theft or abnormalities. Report to Director (unable to reach Call the Oakland County Sheriff 248-858-9581)

Monitor for children not attended inside and out. Any violent behavior observed (Call Director) call the Oakland County Sheriff 248-858-9581

* Always give a "Fair Warning" before calling Director or Sheriff

All paperwork (including any checks received from renters) should be left in the office. Text hours worked to the Director at 248-240-6097 Or Justin Lado at 734-625-886

Qualifications:

Knowledge of:

- Techniques for providing a high level of customer service to the public and Township staff, in person, over the telephone, and through electronic communication.
- Safe work practices.

Ability to:

- Review and verify the accuracy of data.
- Ability to work independently.
- Provide exceptional customer service to coworkers, and the public.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish and maintain effective working relationships with employees and those contacted in the course of work.

Education & Experience:

Requires a High School Diploma or equivalent.

Additional Requirements:

An acceptable general background check to include a local and state criminal history check and a valid driver's license with an acceptable driving record.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, and listen. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the

essential functions. The noise level in the work environment is usually elevated with frequent interruptions.

Interested and qualified candidates must submit a resume, complete the application found here <https://shorturl.at/XkbJ7> and return to Highland Township Supervisor's Department at 205 N John St, Highland MI or by email to info@highlandtwp.org. Job posting will remain open until filled.

If you have any questions please call the Supervisor's Office at 248-887-3791 EXT. 6.

Closing Date: Until Filled

EQUAL OPPORTUNITY EMPLOYER: This position has been determined to be non-exempt by the Fair Labor Standards Act.