

LAKEVILLE AREA PUBLIC SCHOOLS POSITION DESCRIPTION

POSITION TITLE: Facility Use Supervisor	LOCATOR: (Office Use Only)
DEPARTMENT/BUILDING: Business Office-District Wide	POSITION CLASSIFICATION: Casual
TITLE OF IMMEDIATE SUPERVISOR: Facility Use & Systems Manager	BARGAINING UNIT: N/A

POSITION SUMMARY:

Under the direction of the Facility Use & Systems Manager, this role 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.

Hours for this role are evenings and weekends during the school year and will include day shifts during the summer months. Option to work only in the school year or only summer are available.

DUTIES AND RESPONSIBILITIES:

The functions of this position include, but are not limited to, the following duties and responsibilities. Duties and responsibilities are included during the onboarding training of this role.

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.

POSITION 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 Management Team.
8.	Strong verbal and written communication skills.

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 or hear				X
Taste or smell	X			
Physical (lift and carry):				
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 75 pounds		X		
Up to 100 pounds		X		
More than 100 pounds		X		

DATE: August 4, 2023