

Revised September 21, 2021

POSITION DESCRIPTION

Position: Facility Use Program Building Monitor

Purpose: To provide information and assistance to community users who utilize district facilities outside the school day and to provide building security during such use.

Primary Customers: **Internal:** Building and district staff

External: Students and community users

Position Qualifications:

Education: High school graduate or equivalent, first aid and CPR certification preferred

Experience:

- One-year customer service experience
- One year of clerical experience preferred
- One year of experience providing youth supervision, preferably within an educational or athletics setting preferred

Qualifications:

- Must be 18 years of age or older
- Knowledge of and ability to adhere to district policies and procedure
- Demonstrated written and verbal communication skills
- Ability to work independently
- Trustworthy and reliable
- Ability to work with a diverse group of community users, students, and staff
- Ability to remain calm in emergency situations
- Strong problem solving skills
- Commitment to excellent customer service
- Ability to perform the following actions: sitting, standing, talking, hearing, lifting and carrying of up to 30 pounds, reaching, stooping, standing, bending, crouching, walking.
- Computer and technology skills:
 - Familiarity with Microsoft Office and Google Products (Docs, Sheets, Forms)
 - Interest in and ability to learn new platforms
 - Familiarity with Eleyo preferred

All positions are designed to support the **MISSION** of the Eden Prairie School District:

Inspiring Each Student Every Day.

Essential Responsibilities:

- 1. Provide customer service and ensure a positive experience.** Ensure that areas being utilized are prepared for use: unlock doors, turn on lights, ensure cleanliness and help setup areas as needed. Greet visitors, give directions, provide supplies or equipment as needed, check in with group leaders regularly, and provide information about scheduled events.
- 2. Provide building security.** Anticipate and prevent problems, monitor users of the building, ensure participants remain in the areas approved on their permits, and deal with inappropriate actions (such as vandalism and improper usage). Give emergency information and assistance. Ensure adherence to district and building policies and procedures. Control building access and secure building when appropriate, including operation of the security system.
- 3. Maintain building cleanliness.** Ensure spaces and equipment are clean and returned to their original condition and location. Assist in setting up and cleaning up for school and community events.
- 4. Communicate and cooperate with Community Education Facilities Use Supervisor and other internal staff members.** Communicate with department staff about activities, participation numbers, concerns, facility schedule changes etc., in a timely manner. Cooperate with maintenance, Student Activities, instructional, and administrative staff to ensure quality experiences for user groups.

Standard Measures of Accomplishment:

1. Buildings are prepared for community use and customers are welcomed and satisfied with their experience.
2. The building is safe and secure.
3. Equipment and spaces are provided as authorized and returned to original or better condition. Building is maintained for both school and community use.
4. Timely communication is provided to Facility Use Program Supervisor and school staff.

This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform any other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Terms of Employment

Classification Number: CLASS Level 1

Hours/Week: Varies*

Days/Year: Varies*

*Hours and days of service are established by the school district and are subject to change according to district need. Working conditions are determined by the written contract between the CLASS Bargaining Unit and the Eden Prairie School District.

Evaluation

A continuous performance improvement process will be developed with the supervisor, the Facility Use Program Supervisor, and the Student Activities Coordinator.