



STILLWATER AREA PUBLIC SCHOOLS

Position Description

SECTION I: GENERAL INFORMATION

Position Title: Community Ed Building Attendant	Department / Building: Varies
Reports to: Activity Center Coordinator	FLSA Status: Casual
Band/Grade/Subgrade: A12	Bargaining/Work Unit: Community Education - Casual
Position Last Updated: September 2025	Next Position Update: September 2027

SECTION II: JOB SUMMARY

Monitor facilities and programs for Community Education classes and facility rentals.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Provide customer, instructor and visitor support
Percent of Time:	80%	

Tasks involved in fulfilling above duty/responsibility:

- Greet participants, instructors, and visitors using standard check-in procedures.
- Collect fees and record transactions using district systems under defined protocols.
- Post signs and distribute materials to instructors or teams as directed.

Duty/Responsibility No:	1	Statement of duty/responsibility: Maintain building, fields and equipment safety and security.
Percent of Time:	15%	

Tasks involved in fulfilling above duty/responsibility:

- Assist with unlocking rooms, arranging equipment, and setting up supplies as directed.
- Observe facility and equipment conditions and promptly report concerns to the coordinator.
- Perform routine cleaning and reset of equipment as assigned.

Duty/Responsibility No:	1	Statement of duty/responsibility: <i>Special Projects</i>
Percent of Time:	5%	

Tasks involved in fulfilling above duty/responsibility:

- Carry out other assigned tasks as directed by supervisors, following written or verbal instructions.

SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- Ability to follow established procedures and protocols consistently.
- Strong interpersonal skills for greeting and assisting the public.
- Ability to work cooperatively with supervisors, instructors, and team members.

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- High School Diploma or Equivalent

SECTION VI: EXPERIENCE REQUIREMENTS

- Experience working with the public in an educational, recreational or related setting.

SECTION VII: PHYSICAL JOB REQUIREMENTS

(Indicate according to essential duties/responsibilities):

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

Key: N=Never O=Occasionally (1-33%) F=Frequently (34-66%) C=Consistently (67-100%)					
Demands		Demands		Demands	
Physical		Lifting/Carrying		Exposure to Environ. Conditions	
Standing	F	Up to 10 pounds	C	Possible exposure to blood-borne pathogens through blood and/or body fluids	N
Walking	F	Up to 25 pounds	O		
Sitting	O	Up to 50 pounds	N		
Talking in person/on the phone	O	Up to 75 pounds	N	Toxic chemicals	N
Pushing/Pulling	O	Up to 100 pounds	N	Moving parts	O
Hearing	F	More than 100 pounds	N	Electrical shock risk	N
Feeling, grasping, finger dexterity	C	Noise Levels		Explosives	N
Climbing, balancing	O	Quiet (i.e. private office)	N	Fumes	N
Stooping (bend at waist)	O	Moderate noise (i.e. business office with typewriters/ printers, light traffic)	F	Extreme cold (non-weather)	N
Crouching, crawling, kneeling, squatting	O		O	Extreme heat (non-weather)	N
Stretching/reaching with hands & arms	O	Loud noise (i.e. many children laughing & playing, large earth moving equipment)	O	Varying weather conditions	N
Sight					
Distinguishing smell	N	Very loud noise (i.e. jack hammer, front row rock concert)	N	Vision for close work/ability to adjust focus	F
Distinguishing temperature	N		Looking at computer monitor	F	
Traveling by automobile	O			Color vision (identify & distinguish colors)	F
				Peripheral, depth perception	F