

**CITY OF SOUTHFIELD PARKS & RECREATION
DEPARTMENT
JOB DESCRIPTION SUMMARY**

TITLE: Facility Assistant I

CLASSIFICATION: Non-Career Continuing Part-Time

REPORTS: Facility Supervisor

WORK SCHEDULE: up to 19 hours per week as scheduled by supervisor

ESSENTIAL FUNCTIONS AND EXAMPLES OF WORK:

- General building maintenance and/or cleaning.
- Ability to follow daily building schedule, including set-up and proper take down of Equipment, tables and chairs.
- Handle complaints professionally and politely; refer to Facility Supervisor or Recreation Operations Manager.
- Open and close the facility including doors, lights, alarms, and safe, cleaning meeting rooms, floors, and hallways.