

## **CITY OF SOUTHFIELD PARKS AND RECREATION DEPARTMENT**

**JOB TITLE:** Facility Assistant I

**CLASSIFICATION:** Non-Career/Continuing Part-Time

**PAY RATE:** Starts at \$10.00 hourly

**LOCATION:** Beech Woods Recreation Center  
Beech Rd., Southfield, MI

**WORK SCHEDULE:** not more than 19 hours a week

### **JOB DUTIES:**

- Oversee room rentals; set-up rooms as specified by renter, trouble shoot different scenarios that may arise, breakdown and pickup after use of the rooms.
- Follow daily building schedule.
- Works under the supervision under the Facility Supervisor and the Facility Assistant II.
- Minor custodial work when needed, cleaning Wellness Center, locker rooms, lobby, stands and gym floor.
- Perform other duties as needed.

### **JOB REQUIREMENTS:**

- Must be able to work well with the public and be customer friendly.
- Good organizational and verbal communication skills.
- Must be 18 years old or high school graduate.

**APPLY AT:** City of Southfield Parks and Recreation Department,  
26000 Evergreen Road, Southfield, MI 48076,  
or e-mailed to Cathy Fresia at [cfresia@cityofsouthfield.com](mailto:cfresia@cityofsouthfield.com).

Applications can be downloaded from the City of Southfield's web site at [www.cityofsouthfield.com](http://www.cityofsouthfield.com).

**This is a "continuous" recruitment. Applications will be accepted until there are sufficient applicants to meet the City's recruitment needs. As such, interested persons should make application promptly.**

**This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Parks & Recreation Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.**



Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or [hrsupport@cityofsouthfield.com](mailto:hrsupport@cityofsouthfield.com) if auxiliary aids or services are needed. Reasonable advance notice is required.