

**CITY OF SOUTHFIELD PARKS AND RECREATION DEPARTMENT**  
**JOB OPPORTUNITY ANNOUNCEMENT**

**JOB TITLE:** Facility Assistant II

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

**PAY RATE:** Starts at \$11.00 hourly

**LOCATION:** Beech Woods Recreation Center, Southfield Parks & Recreation

**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.
- Supervise activities in absence of Facility Supervisor.
- Minor custodial work when needed, cleaning Wellness Center, locker rooms, lobby, stands and gym floor.
- Open and close facility, including doors, lights, alarms, and safe.
- 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.

Applicants will be invited to further participate in the selection process once a driving record and criminal history background check has been cleared.

**APPLY AT:** City of Southfield Parks and Recreation Department  
26000 Evergreen Road, Southfield, MI 48076,

Applications can be downloaded from the City of Southfield's web site at [www.cityofsouthfield.com](http://www.cityofsouthfield.com).  
Completed applications can be emailed to: [sfldjobs@cityofsouthfield.com](mailto:sfldjobs@cityofsouthfield.com)

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.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE

caf/04/08/2021



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.