

CITY OF SOUTHFIELD PARKS AND RECREATION DEPARTMENT
JOB OPPORTUNITY ANNOUNCEMENT

JOB TITLE: Facility Assistant I

CLASSIFICATION: Non-Career/Continuing Part-Time

PAY RATE: \$11 - \$13.50 depending on experience

LOCATION: Park & Recreation, Main Campus
26000 Evergreen Rd, Southfield, Michigan 48076

WORK SCHEDULE: Not more than 19 hours a week – Evenings & Weekends

JOB DUTIES:

- Positively represent the City of Southfield Parks and Recreation Department with great customer service to all facility users
- Supervise rooms during all rentals, programs and events
- Assist with set-up and break-down of event supplies and equipment
- Troubleshoot building issues and connect with maintenance staff for assistance
- Open and close building when necessary
- Assist Facility Supervisor and Programming Staff when necessary
- 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 criminal history background check has been cleared. Applications may be obtained from www.cityofsouthfield.com and submitted to the Department's Front Desk, (248) 796-4620, or Cathy Fresia cfresia@cityofsouthfield.com, (248) 796-4603.

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, or disability. We provide reasonable accommodations for qualified individuals with a disability if requested.

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

Caf Dated: December 16, 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 if auxiliary aids or services are needed. Reasonable advance notice is required.