Site Manager - The Recreation Department employs Site Managers for resident family party events and various community gatherings at the Toby Katz Center. They report directly to the Toby Katz Rental Coordinator and/or his designee. One Site Manager is assigned to each event and is required to be on site before, during and after the event.

Requirements:
- Valid N.J. driver's license
- Basic knowledge of maintenance and cleaning
- Able to do some lifting
- Available Saturdays and Sundays
- Must speak English
- Minimum age 21

Responsibilities:

BEFORE
1) Make sure all common areas are clean.
2) Properly stock the bathrooms with necessary products.
3) Set the table & chairs as outlined in the renters Set-Up Form.

DURING
1) Supervise the adjacent parking lot and make sure all parking rules are enforced.
2) Make sure that no decorations are hanging from the ceiling or the fans and that only approved items are used for decoration.
3) Maintain open communication with the renter. Be sure to discuss the time parameters of the event.
4) Remove garbage as needed.
5) Take care of any spill or clean up.

AFTER
1) Clear up tables, remove garbage and do the assigned clean up maintenance of the facility. This includes cleaning the kitchen and bathrooms.
2) Arrange the rooms for next scheduled activities.
3) Shut off all lights & fans. Exit the building & lock all doors.
4) Complete and additional tasks as assigned.

MISCELLANEOUS
1) Report to the Rental Coordinator any issues including but not limited to renter non-compliance with time frame, damage to the property, incidents, etc.