

JOB DESCRIPTION – RECREATION DEPARTMENT

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.

MISCELANEOUS

- 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.