

CITY OF HOPKINS

JOB TITLE: Activity Center Custodial/Event Supervisor

DEPARTMENT: Hopkins Activity Center

REPORTS TO: Activity Center Coordinator

INTRODUCTION:

The Activity Center Custodial/Event Supervision position is responsible for the custodial duties set forth and on occasion the orderly operation of the Hopkins Activity Center (HAC) in the absence of full-time personnel; including opening and closing of the Activity Center, greeting and assisting guests, building supervision, and event set-up and take-down.

DUTIES AND RESPONSIBILITIES:

Custodial:

Performs building custodial duties each Monday, Tuesday, Wednesday, and Thursday evenings as well as occasional weekends as assigned.

Assure cleanliness of HAC.

- Mop, vacuum, clean and dust rooms
- Fill soap, cup, and toilet paper supplies
- Empty building trash containers
- Keep building exterior free of trash and shovel snow by entrances and outside receptacles

Event Supervisor:

Occasional weekend/evenings as assigned.

- Responsible for opening and closing the HAC as per work schedule assignments.
- Assists and promotes harmonious relationship with HAC staff and guests.
- Observe and correct any destructive or undesirable behavior by guests.
- Assist in the set-up and take down of tables, chairs, and equipment with guests.
- Complete attendance reports, accident reports, and daily logs as required.

MINIMUM REQUIREMENTS:

High school graduate or equivalent.

Friendly, welcoming, flexible, committed attitude.

Ability to carry out oral and written instructions and work independently.

Available evening and weekends.

Confidence to give direction to guests.

Ability to lift and maneuver items that weigh up to 60 lbs, such as banquet tables, stack chairs, and custodial equipment.

Possession of a valid Minnesota Class D driver's license.

DESIREABLE QUALIFICATIONS:

1-2 years experience in custodial service or building maintenance.

1-2 years experience working with the visitors in a public facility.