



TOWNSHIP OF PLAINSBORO
NOTICE OF VACANCY

DATE OF POSTING: May 15, 2017

TITLE: Building Attendant -Part-Time – up to 15 hours per week (evenings and weekends)

DEPARTMENT: Recreation and Community Services

HOURLY RATE: \$15/hr

DUTIES DESCRIPTION:

Responsible for oversight of the Recreation and Cultural Center after regular business hours including nights and weekends. Tasks include opening and closing the building as well as securing the facility and ensuring that activities and visitors adhere to the Recreation and Cultural Center rules and regulations. Assisting with program registration

Duties include but are not limited to:

- Opening the Recreation and Cultural Center for programs and activities during evenings and weekends.
- Assisting with online program registration using registration software
- Inspecting facility and completing a daily checklist.
- Guiding and supporting user groups in setting up tables and chairs, directing visitors to room assignments, answering questions and resolving problems as needed.
- Following Township policies in the event of an emergency or security problem.
- Preparing accident and or incident reports as needed.

REQUIREMENTS:

- HS Diploma or G.E.D.
- Experience working with the public.
- Excellent communication and interpersonal skills.
- Comfortable using computers
- Ability to manage time effectively and work independently.
- Ability to work flexible schedule that includes nights and weekends.
- Ability to lift up to 20 pounds.
- Ability to resolve conflicts and use good judgment when enforcing the rules and regulations of the Recreation and Cultural Center.

TO APPLY: Download application at www.plainsboronj.com or apply online

Email to: humanresources@plainsboronj.com