



JOB TITLE: RENTAL MANAGER–RECREATION DEPT.
CLASSIFICATION: PART TIME HOURLY
SUPERVISOR: ADMINISTRATIVE SUPPORT SUPERVISOR

POSITION SUMMARY:

The Rental Manager is responsible for overseeing the rental(s) that are going on while they are working. They are to set-up the room(s) with equipment how the renter wants it prior to the rental start time. They are to be available during the rental if the renter needs assistance. They are to clean-up the room(s) following the end of the rental and take-down all equipment as assigned by the Administrative Support Supervisor.

Rental Manager will wear a Wauconda Park District shirt at all times and he/she is a part time employee and will be hired on a yearly basis.

The Rental Manager must remain constantly alert while on duty.

QUALIFICATIONS:

- Must be able to pass a detailed background investigation with the Illinois State Police, have no evidence of misuse or use of illegal substances or drugs.
- The Rental Manager must be at least 18 years of age.
- He/she must also possess current American Red Cross First Aid, CPR, and AED Essentials certifications.
- The Rental Manager also should have the ability to enforce regulations in a courteous and polite manner and maintain a positive attitude.

HOURS:

- The Rental Manager's hours are a minimum of 1 hour a week to a maximum of 35 hours a week.

ESSENTIAL FUNCTIONS:

- Ensure rentals are conducted safely and conducted according to all safety guidelines
- Organize room(s) and ensure that the renter is abiding by rental rules and regulations.
- Work is performed at a self-controlled pace, but may vary depending on the demands of the job required.
- Be vocal while explaining and enforcing rules and regulations.
- Deliver quality customer service at all times. Remembering to keep information confidential.
- Accident, incident reports must be turned in the day the accident occurred. Any major accidents must be reported to the Administrative Support Supervisor immediately.
- Perform all job tasks within the rules and guidelines of the District's safety program.
- Perform other duties as assigned.
- Prevent accidents through enforcement of policies, rules, regulations and ordinances.

MARGINAL FUNCTIONS:

- Cooperates and assists in the investigation of accidents.
- Attends all required safety and in-service education meetings.
- Treats public complaints and concerns with the utmost attention. Is courteous in all cases.
- Pays strict attention to housekeeping of work area(s) and general facility.
- Assists with maintenance work as assigned by the Administrative Support Supervisor including set-up and taking-down of room(s). Sweeping and mopping floors as needed. Other custodial responsibilities.

PSYCHOLOGICAL CONSIDERATIONS:

- Employee should be able to maintain a positive working relationship with other employees.
- Employees must work effectively under deadlines in a variety of environments and elements.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee must be able to work with senior management team as required to include presentations and attendance at meetings.

PHYSICAL DEMANDS:

- Requires frequent sitting, walking, handling, fingering.
- Requires occasional balancing, stooping, kneeling, crouching, reaching, feeling.
- Requires medium (40-50 lbs.) strength.

ENVIRONMENTAL CONSIDERATIONS:

- Employee must park in exposed parking lot with potential of walking ¼ mile.
- Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
- Protective clothing is not required.

COGNITIVE CONSIDERATIONS:

- Employee must have the ability to follow directions and communicate in English verbally and in writing.
- Employee must be able to read and understand materials printed in English.
- Employee must possess time management and organization skills to effectively perform his/her job.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspects of the position.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements and efforts of working conditions associated with this job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job

when circumstances change; e.g., emergencies, rush jobs, changes in personnel, workload, technological developments, etc.

Employee Name: _____

Employee Signature: _____ Date: _____