

**City of Groves
Job Opening**

Position:	Activity Building – Part-time Employee
Classification:	Part-time - Non-Exempt
Department:	Parks & Recreation
Hourly Rate:	\$12.20
Where to Apply:	Groves HR Department Groves City Hall 3947 Lincoln Ave. Monday - Friday 8 a.m. – 4:45 p.m. Hours to apply For more information call: 409-960-5785

NATURE OF WORK

This is part time position under the general supervision of the Activity Building Coordinator. This employee performs a variety of duties including routine general supervision of Activity Building patron activities, manual labor and semi-skilled maintenance activities in the maintenance of the Activity Building. Work includes significant contact with the public.

REQUIREMENTS

ESSENTIAL FUNCTIONS OF WORK:

- Assist and monitor children and patron activities to ensure the safety of the patrons and maintain the security of the Activity Building.
- Reports any maintenance or discipline problems to the Activity Building Coordinator immediately in order to maintain the safety of citizens and employees.
- Collects admission fees from non-residents and issues receipts daily for patrons.
- Check identification of patrons using the facilities at the Groves Activity Building.
- Opens and closes the Activity Building when needed during normal business hours and especially during after hour or weekend rentals.
- Check status of janitorial supplies during daily rentals and replenishes supplies when needed.
- Receives incoming telephone calls and directs calls to appropriate departments throughout the city as well as providing assistance to citizens with general inquiries.
- Set up and break down daily and weekend rentals, including setting up and taking down tables and chairs, moving materials, boxes, etc. per instruction from the Activity Building Coordinator.
- Assist with clean-up of the Activity Building when needed, especially between double rental bookings.
- Receives and processes telephone calls related to Animal Control, which include handling complaints of loose animals, dog bites and other emergency calls which may be received through Central Dispatch.
- Logs animal control calls on the appropriate log sheets, which includes logging complaints received by the post office.
- Dispatches calls over the radio to the Animal Control officer in the field and makes necessary contacts required by the officer to abate the call.
- Performs Related Work as Required.
- Must be 18 years of age or older.

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent required.

CERTIFICATES AND LICENSES REQUIRED:

- Valid Class "C" Texas Driver's License required.