JOB DESCRIPTION

POSITION TITLE: Facility Use Supervisor

JOB CODE: TEM7

DIVISION: Strategy & Accountability

SALARY SCHEDULE: N/A

DEPARTMENT: Strategic Communications & Events

WORK DAYS: As needed

REPORTS TO: Facility Use Coordinator

PAY GRADE: N/A

FLSA: Non-Exempt

PAY FREQUENCY: Varies based on primary job

PRIMARY FUNCTION: Opens and closes schools for contracted groups.

REQUIREMENTS:

1. Educational Level: None
2. Certification/License Required: NA
3. Experience: None
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Assists with onsite inspections of all groups who utilize school facilities.
3. Opens and closes all facilities according to facility use contracts.
4. Checks entire facility, internal and external, every fifteen minutes.
5. Assists groups/organizations when called upon.
6. Assists groups in cleaning and restoration of all areas contracted.
7. Checks to see if the group supervisor fulfills his/her duties.
8. Performs other duties as assigned by appropriate administrator.

Signature of Employee __________________________ Date __________________________

Signature of Supervisor __________________________ Date __________________________