



# SENIOR CENTER FACILITY MONITOR

## JOB DESCRIPTION

(3/7/2022)

Job descriptions/specifications are only intended to present a descriptive summary of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, descriptions/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

### **STATUS AND TERM**

Position is part-time (10-20 hours a week) and non-exempt.

### **JOB SUMMARY:**

Senior Center Facility Monitor will assist with Pine River Senior Center Facility Use and Rentals in addition to providing “person in charge” of the retail food establishment license duties and responsibilities.

### ***RETAIL FOOD ESTABLISHMENT LICENSE PERSON IN CHARGE:***

*Based on the risks inherent to the food operation, during inspections and upon request the person in charge shall demonstrate the regulatory authority knowledge of foodborne disease prevention, application of the Hazard Analysis and critical control point principles, and the requirements of the Colorado Retail Food Establishment Rules and Regulations.*

### **POSITION PURPOSE:**

To monitor the Senior Center during times when the Center is in use for meetings or gatherings. Confirm groups using the building are on the schedule; ensure all interior/exterior doors are locked at the end of the shift and all kitchen equipment is turned off; ensure that the maximum number of people participating in any event is within the acceptable limits of the fire code; ensure all parties leave the building clean and report any problems to town management or supervisory staff by completing an end of shift check list.

### **SUPERVISION RECEIVED:**

Works under the general supervision of the Town Manager and Parks and Recreation Director.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Unlocks the facility at 8:30am Tuesday, Wednesday and Friday and secures the facility at 3:30pm on the same days of the week.
- Retail Food Establishment License “Person in Charge” Wednesday and Fridays just prior and through the congregate meal duration.
- Prepare dining area for senior meal service including tea/coffee service, placement of tables and chairs and return tables and chairs to storage per coordination with facility rentals.
- Assist La Plata County Senior Service staff as the facility monitor when necessary.
- Management reserves the right to add, modify, change, or rescind the work assignments to make reasonable accommodations so that qualified employees can perform the essential functions of the job.



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### **ADDITIONAL DUTIES AND RESPONSIBILITIES:**

- Retail Food Establishment License “Person in Charge” assigned per rentals that include use of the commercial kitchen equipment in the event the rental applicant cannot identify an eligible retail food establishment license person in charge that will be assigned at the time of rental.
- Inspects facilities and equipment, reports issues in a timely manner to appropriate higher-level staff; performs minor facility maintenance.
- Monitors rules, policies, and procedures and encourages compliance by rental users.
- Coordinates records of patron and rental user activities with Parks and Recreation staff.
- Receives and responds to questions, concerns, and complaints from patrons or rental users; determines issues and resolves or refers to higher-level staff as appropriate.
- Assists with opening, closing, and securing facilities in compliance with policies and procedures.
- Assists with staff training; participates in required training sessions, including safety drills and other emergency procedures; performs all work in a safe manner in accordance with policies and procedures.
- Works collaboratively with town staff and patron/rental users.
- Monitors, refills and notifies procurement staff regarding paper/soap supplies.
- In the event the facility condition after a patron/rental user is not left as at the beginning of use, performs custodial duties; not limited to, cleaning, sweeping, vacuuming, mopping, wiping down furniture and disposing of trash.
- Performs other duties and special projects as assigned.

### **EDUCATION AND EXPERIENCE:**

- High diploma or GED Certificate.

### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

- Working knowledge of basic facility setup, break down and preparing for next user.
- Ability to obtain the necessary training and knowledge of the Colorado Retail Food Establishment Rules and Regulations. Preferred at hire or obtained with 3-months.
- Ability to establish and maintain effective working relationships with the public and town staff.
- Ability to follow oral and written instructions.
- Ability to plan and organize.

### **TOOLS AND EQUIPMENT USED:**

- Facility storage mechanisms and custodial equipment. Commercial Kitchen appliances and utensils. Use of computer and office equipment will be limited.



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### PHYSICAL DEMANDS:

- While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, use hands, fingers, handle, feel or operate objects, and stoop, kneel, crouch, or crawl. The employee is occasionally required to reach with hands and arms. Custodial duties will include, pushing, lifting, bending, twisting and walking.

### WORK ENVIRONMENT AND GENERAL INFORMATION:

- The work environment facilities include a community center and office space.
- The employee will encounter the public in person, telephone and via telecommunications while performing the essential functions of this job.
- The job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

### ADDITIONAL INFORMATION:

- Town of Bayfield is committed to maintaining a friendly, home town atmosphere. We place a premium on teamwork and participation while encouraging creativity and individual initiative. We believe that through collaboration, leadership can occur at all levels. We take our commitments seriously and strive to reach positive solutions.
- The duties of the job description are to be performed by demonstrating the Town's core values of Commitment to Quality Service, Integrity, Innovation and Teamwork. This job description does not intend to list every function of the position, does not constitute an employment agreement, and is subject to change.
- In order to ensure the safety of the public and reduce the risk for loss, background screenings are completed on applicants selected for employment, internship opportunities and safety sensitive volunteer positions. All positions are subject to a basic screening process including but not limited to criminal history search, reference check, degree and employment verification. In addition to the basic screening process, other screenings may include but are not limited to: Motor Vehicle Record (MVR) check, polygraph examination, psychological evaluation, credit report and/or physical examination.

Town Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_