

Town of Perinton

Job Title:	Building Manager	Reports to:	Recreation Supervisor
Department:	Recreation	FLSA Status:	Hourly Non-Exempt
Location:	Perinton Community Center 1350 Turk Hill Road, Fairport	Hourly Range:	\$17.25/hr
Job Summary			
<p>The main function of this part time position is to monitor and ensure the safe and proper use of all facilities and equipment within the Perinton Community Center. The building manager provides oversight and direction to other staff working during their scheduled shift.</p> <p>General hours are Monday – Friday, 4:00pm – 9:00pm, Saturdays/Sundays shifts between open-close.</p>			
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> Open the doors and prepare the Community Center for daily business. This includes inspecting facilities and equipment for damage and proper functioning. Complete the closing procedures and secure the Community Center at the close of business. Assist patrons of the Community Center with questions or concerns. Enforce and be knowledgeable of Community Center rules and ensure patron compliance. Interact with, and inform individual citizens and/or community groups in order to describe, publicize or clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent the Town of Perinton and its' programs in a manner in keeping with good public relations practices. Ensure room set ups are completed before patron arrival and tear down after departure, if necessary. Supervise and assist in the completion of routine maintenance tasks and/or special projects as they occur. This includes, but is not limited to room set-up, general clean-up of all areas, and ensuring rest rooms and all other activity areas are properly stocked with paper products, as deemed necessary. Routinely tour the Community Center to ensure all instructors are set for their program, all unoccupied rooms are secured, and all patrons are in their authorized areas. Assist Aquatic Deck Supervisor and Lifeguards in enforcement of the policies and procedures specific to the aquatic center. Other duties as assigned. <p>KNOWLEDGE, SKILLS & ABILITIES</p> <ul style="list-style-type: none"> Strong communication skills Self-motivated & reliable Ability to work as part of a team Strong customer service skills while interacting with the general public 			
Posting Dates	November 7, 2023 until positions filled		
Email Cover Letter & Resume	Joe Kincaid, Recreation Supervisor jkincaid@perinton.org		