



JOB DESCRIPTION

JOB TITLE:	Building Monitor for Rentals
REPORTS TO:	Center Director
FLSA STATUS:	Independent Contractor

SUMMARY: Maintains the security of the building during rentals in non-operational hours.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Monitor all areas of the facility during evening and weekend rentals.
2. Ensure renters follow their contract / center policy by cleaning up facility and properly maintaining center property during and after rental.
3. Record events such as property damage or unusual occurrences to the center director.
4. Contact 911, police, detox, fire department, and other service agencies and appropriate staff for assistance as needed.
5. Other duties as necessary and/or assigned.

RELATIONSHIPS:

1. Supervised by Senior Center Director.
2. Work cooperatively with all persons who are part of the work environment.

NOTE: All independent contractors are subject to WA State Patrol Criminal History Background Check

SUPERVISORY RESPONSIBILITY: This job has no supervisory responsibilities.

JOB SKILLS:

1. Conflict resolution skills a plus. Must be able to deal with problems as they arise.
2. Must be able to read documents, speak effectively to renters
3. The monitor must occasionally walk around exterior of the building, under varying weather conditions and will be required to regularly walk, stand, lift and/or move up to 25 pounds.