

TITLE: Rental Attendant

Employment Status: Part-time(Weekends ONLY)

Reports To: Facilities & Risk Manager

Supervises: None

Job Summary

Under the supervision of the Facilities and Risk Manager, the Rental Attendant is responsible for performing a variety of duties to prepare Palama Settlement facilities for various scheduled events and activities. Rental Attendants should possess good interpersonal skills and be comfortable working independently.

Major Duties and Responsibilities

- Secure District facilities upon opening or closing, including but not limited to lights, doors, securing park gates, etc.
- Enforce rules and proper usage of facilities.
- Greet all visitors courteously, attend to their needs, and provide them with appropriate information.
- Perform basic custodial duties to maintain lobby, rental/program space, kitchen, and bathrooms for public and rental use.
- Perform setup of rental space, including but not limited to tables and chairs, as depicted by floor plan.
- Check and restock supplies, as needed, including bathrooms and first aid kits.
- Responsible for making sure all trash is in the correct receptacles at the end of the rental.
- Complete applicable facility checklist at the end of the rental to determine if deposit should be returned.
- Notify Facilities and Risk Manager immediately if there is a concern that could affect the facility or next rental.
- Responsible for completing Incident/Accident Reports, as needed.
- Know and follow emergency action procedures; assist others in emergency situations.
- Perform other duties as assigned.

Qualifications

- Physical ability to set up and take down folding tables and chairs and perform basic custodial duties
- Able to lift and carry up to 50lbs. frequently
- May have to use a ladder/ or go onto the facility roof
- Has responsibility for the safety of the public in and around the facilities
- Decision making and problem solving with composure and a positive attitude.
- Able to work well with others, follow directions from supervisor and co-workers

- Excellent interpersonal and customer service skills and ability to work with individuals of diverse cultures.

Working Conditions

- **Work Hours:** Work shifts are variable, primarily Saturdays and Sundays and may be as long as 12 hours.

Additional Requirements: (certifications, driver's license, etc. – if applicable)

- Current CPR/First Aid certification (or ability to obtain certification within 6 months of hire date)
- Criminal background clearance: (Hawaii Criminal Justice Data Center, National Sex Offender Public Registry, National Criminal History Database)