

# Facility Rental Monitor

<b>Pay Range:</b>	\$7.93-\$12.20 per hour, DOE
<b>Hours:</b>	Schedules vary, but primarily evenings and weekends
<b>Payroll Title:</b>	Recreation Assistant II
<b>Department/Division:</b>	Parks & Community Services/Crossroads Community Center
<b>Employment Status:</b>	1040 Temporary
<b>Closing Date:</b>	Open until filled

## Position Summary:

Crossroads Community Center is seeking rental monitors to attend and oversee rentals. We have a wide variety of rentals including parties, weddings, meetings, classes, and athletic events.

## Primary Responsibilities:

- Unlock building at scheduled time
- Conduct visible inspection with renter and note any unusual conditions
- Enforce policies governing Facility Rental Program (e.g. alcohol, noise, etc.)
- Work with staff and volunteers to ensure the safety of participants at all times
- Provide general custodial supervision and control, ensuring facility is ready for next group/activity
- Call appropriate security when necessary
- Use judgment to respond appropriately to emergency situations and complete required paperwork as necessary
- Lock and secure building at end of rental period
- Attend staff meetings and trainings as required by the City of Bellevue
- Other functions as assigned and related to the position

## Qualifications:

- Must be 21 or older
- Ability to work effectively and communicate with the public and fellow employees
- Ability to effectively supervise rental groups and enforce policies as required
- Must have strong decision-making skills
- Must be very prompt and reliable
- Comfortable working independently and with minimum supervision
- Must be available to work on evenings and weekends as required
- Follow written and oral instructions
- Present a neat and professional appearance
- Have an enthusiastic and positive outlook
- Must pass a Washington State Patrol clearance
- Ability to obtain First Aid and CPR training

## Physical Demands:

- May be required to lift up to 50 pounds
- May require lifting, bending, reaching, sitting for long periods of time

**Definition of a 1040 Employee:**

- On-Going Work of the City - Hired to work a maximum of 20 hours or fewer per week on an on-going basis, as long as 1,040 hours within a 12-month period of time are not exceeded
- On-Call – Hired to work on a substitute or on-call basis with no guaranteed minimum hours of work, as long as 1,040 hours within a 12-month period of time are not exceeded
- Combination Jobs - Can be hired to fill a combination of jobs as long as 20 hours per week or 1,040 hours within a 12-month period of time are not exceeded
- Periods of Full Time - Can be assigned to work more than 20 hours per week up to full time on a temporary basis without transforming the assignment to a benefited position, as long 1,040 hours within a 12-month period of time are not exceeded
- If the employee exceeds working 1,040 hours within a 12-month period of time in any capacity described above, the employee must be off payroll until January 1 of the new year
- Must be hired through the Informal Selection Process
- At-will for the duration of the 1040 Part Time status

**How to Apply:**

- Complete a City of Bellevue “Short Employment Application for Partially Benefited Status Positions” (may be downloaded from Temporary Jobs page)
- Complete a Washington State Patrol clearance form
- Submit both forms to Attn: Debra Emami, Crossroads Community Center, 16000 NE 10th St., Bellevue, WA 98008

For more information, please call Debra Emami at (425) 452-4874 or email at [demami@bellevuewa.gov](mailto:demami@bellevuewa.gov).