

JOB ANNOUNCEMENT
(12-9-2022)

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Crockett Community Services District

EVENT SUPERVISOR

The Crockett Community Services District is accepting applications for the position of Event Supervisor. This is a part-time position and must be able to work weekends.

Under the direction of the Facilities Manager, the Event Supervisor's primary responsibility is assisting in the overseeing of rentals at the Crockett Community Center.

SELECTION PROCESS

- **Application Filing:** A completed job application form must accompany the applicant's resume. This position will remain open until filled.

INFORMATION AND APPLICATION FORMS

are available on the District website: www.town.crockett.ca.us

Crockett Community Services District
850 Pomona Street
Crockett, CA 94525

Tel: (510) 787-2414 / Fax: (510) 787-3049

Email: recreation@town.crockett.ca.us

DUTIES AND RESPONSIBILITIES

- As assigned, open and close the facility for scheduled rentals, classes and/or activities.
- Wear appropriate attire when working during rentals, classes and/or activities.
- Ensure that appropriate janitorial and restroom supplies are provided for and maintained during each rental.
- Provide and assist with the set-up of Community Center equipment and ensure that equipment is returned to storage at the end of each rental.
- Advise renters on cleaning requirements in an effort to make sure the facility is cleaned according to established cleaning guidelines at the conclusion of each rental.
- Operate the sound system, lighting, heating, air conditioning and ventilation systems, as needed, for all rentals.
- Work at events of all sizes, exercising good judgment and problem-solving skills to ensure renter satisfaction within the established policies and procedures of the Community Center.
- Monitor and maintain safety protocols at events and contact the appropriate emergency resources in case of emergency.
- As assigned, secure, lock and set facility alarm after each assigned rental, class and/or activity.

AN EQUAL OPPORTUNITY EMPLOYER