



EMPLOYEE NAME: _____

Created: 6/13 Revised: 6/18

JOB DESCRIPTION

POSITION TITLE: Facility Use Supervisor	JOB CODE: TEM7
DIVISION: Strategy & Accountability	SALARY SCHEDULE: N/A
DEPARTMENT: Strategic Communications & Events	WORK DAYS: As needed
REPORTS TO: Facility Use Coordinator	PAY GRADE: N/A
FLSA: Non-Exempt	PAY FREQUENCY: Varies based on primary job
PRIMARY FUNCTION: Opens and closes schools for contracted groups.	

REQUIREMENTS:

1.	Educational Level: None
2.	Certification/License Required: NA
3.	Experience: None
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Assists with onsite inspections of all groups who utilize school facilities.
3.	Opens and closes all facilities according to facility use contracts.
4.	Checks entire facility, internal and external, every fifteen minutes.
5.	Assists groups/organizations when called upon.
6.	Assists groups in cleaning and restoration of all areas contracted.
7.	Checks to see if the group supervisor fulfills his/her duties.
8.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____