



## **FACILITY RENTAL ASSOCIATE**

**Reports to:** Senior Center Manager

**FLSA Status:** Non-Exempt, hours based on need, \$17.00/hour

### **About SOA:**

Looking for a great opportunity at a casual, fun organization committed to serving older adults within the community? The person in this position must enjoy working in a small, entrepreneurial environment that is mission-driven, results-oriented, and focused on community. At Serving Older Adults of Southeast Wisconsin, Inc (SOA), we envision a community where every adult 50 and better will be connected to the resources they need, and the opportunities that interest them, throughout the aging process. SOA manages five Senior Centers for Milwaukee County and creates and delivers educational, social, and recreational activities for older adults, including lunch five days per week. We also recently started an innovative program, Tech Connect for Older Adults, to better serve our participants and their technology needs. To learn more about SOA, please visit our website at [www.servingolderadults.org](http://www.servingolderadults.org) and visit our Facebook page.

### **Position Summary:**

Under the supervision of the Center Manager, the Rental Associate will be present during rental events and assist rental customers as needed. This position will part of a pool of individuals to oversee rental events for SOA at the five Milwaukee County-owned senior centers. Positions are on-call and hours vary but are primarily evenings and weekends. There are no guaranteed hours, and you can choose your hours based on your availability.

### **Responsibilities:**

Open facility, remain on site during rental events, and close the facility for scheduled rental events

Greet all visitors courteously, attend to their needs, and provide them with appropriate information

Provide assistance to rental customers if there is a need for moving furniture and other items

Report any damage or needed repairs, hazards, or safety concerns immediately to supervisor

Follow all safety and security procedures

Enforce all rules and regulations of the rental facility

Maintain a high degree of visibility during each rental

Complete applicable facility checklist at the end of the rental

Ensure sidewalk and entrance areas are free of debris, snow, and/or ice. Shoveling may be required.

Perform basic custodial duties during the rental to include:

- Perform setup of rental space, including but not limited to tables and chairs, as depicted by floor plan as provided by renter
- Clean any spills incurred during the event
- Check and restock supplies, as needed, in bathrooms and kitchen
- Pick up trash as needed throughout the event and take trash to the outside bin at the end of the event
- Return all tables and chairs to original set up
- Turn off all electronics and lights

Other duties as assigned.

**Qualifications:**

- Excellent customer service experience
- Must represent SOA and individual centers with a high degree of professionalism and customer focus
- Ability to demonstrate use of tact if faced with a difficult situation
- Experience being a volunteer and working with volunteers (preferred)
- Ability to work well independently with a minimum of supervision
- Ability to multi-task
- Good interpersonal skills.
- Must be organized, responsible, patient, and confidential
- Must be able to work well with people from all cultures and backgrounds
- Ability to lift and carry up to 30 pounds, bend, squat, sit, and reach
- Must have reliable transportation

Locations:

Clinton & Bernice Rose Senior Center, 3045 N. Dr. Martin Luther King Dr., Milwaukee, WI

Kelly Senior Center, 6100 S. Lake Dr., Cudahy, WI

McGovern Park Senior Center, 4500 W. Custer Ave, Milwaukee, WI

Washington Park Senior Center, 4420 W Vliet St, Milwaukee, WI

Wilson Park Senior Center, 2601 W Howard Ave, Milwaukee, WI