

Ponchatoula Area Recreation District 1

Part-time Facilities Assistant

The Facilities Assistant will support the day-to-day maintenance and operation of Ponchatoula Area Recreation District 1 (PARD1). In addition to monitoring the facilities, the candidate will assist in the maintaining of all park buildings, grounds, playgrounds, and athletic fields.

Email application to tisha@pard1.com or drop off at the Business Office Monday-Friday 8:00am-4:30pm.

Key Responsibilities

- Monitors the safety of all participants in all activity areas and throughout the facilities.
- Recognize and respond to all accidents, incidents, and emergencies.
 - Contact the appropriate emergency personnel, complete accident/incident report forms, and notify your direct supervisor and report what occurred.
- Enforce and interpret all facility and employee policies and procedures.
- Responsible for facility and equipment setups/breakdowns for programs and events.
- Perform light housekeeping and maintenance duties.
- Execute all opening and closing procedures listed on checklist.
- Maintain a set of issued keys which are to be used in the fulfillment of duties.
- Assist events and programs with facility workers for any operational issues.
- Other duties as assigned by supervisors with flexibility to adapt to changing priorities and tasks.
- When needed, mowing grass throughout the park and athletic fields, maintaining common areas, assist as needed with moving of tables and chairs and other equipment for activities.
- Collect trash, maintain bathrooms, and inspect.
- Inspect rental areas after the end of an event.
- Perform other duties as assigned by supervisors.

Requirements

- High customer service skills with the ability to deal with the public with tact and courtesy.

Qualifications

- Experience with lawn maintenance equipment preferred but not required.
- Must be 18 years of age or older, with a high school diploma or equivalent.
- A valid Louisiana driver's license.
- The employee may be required to push, pull, lift, and/or carry up to 50 pounds.

Benefits

- Competitive hourly rate based on experience starting at \$12.00/hour.
- Must be available days, nights and/or weekends to fill 20-29 hours per week.
- The weekly schedule may vary depending on happenings at the park.

Ponchatoula Area Recreation District 1 is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, sex, religion, disability, age, pregnancy, military status, or citizenship. We celebrate diversity and are committed to creating an inclusive environment for all employees.