

Sun City West Foundation Position Description

Position Title: Room Monitor

Reports To: Executive Director

FLSA: Part Time / Hourly

Summary

This is a position that performs a variety of tasks in support of the SCW Foundation Banquet and Meeting room rentals. Monitors are scheduled typically for shifts of four to five hours on a given day covering rentals as-needed – 7 days/week, from 6:00 AM until 11:00 PM on occasion.

Education and/or Experience

- Ability to learn, understand and apply rules, regulations, and instructions.
- Basic understanding of office reporting and documentation procedures.
- Basic understanding of the use and maintenance of the types of equipment utilized for room rentals.
- Customer service related experience and strong verbal communication skills are necessary. Your cooperation and pleasant attitude are mandatory in this position. You will be the main contact our clients have during their events.

Specific duties of this position

Respond to inquiries in a courteous manner, explain facility rules and guidelines, resolve complaints in an efficient and timely manner. Replenish supplies and materials as needed. Ensure all facility areas, both interior and exterior, are maintained in a clean and safe manner.

Monitors are expected to assist each other during the peak times of their shift in order to accomplish the huge task of preparing rooms for the next event.

Specific duties of this position include but are not limited to:

- Set up tables and chairs.
- Ensure sound system and projection equipment is operating when required.
- Prepare coffee/tea for events as required.
- Clean interior: mop or vacuum floors; wipe tables and chairs; kitchens including all appliances therein; restrooms; empty trash; restock supplies.
- Clean exterior: sweep walkways, wipe/dust and empty trash cans, dust window sills, clean windows/doors and any other surfaces as needed.
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Physical Demands

- The ability to lift and move equipment.
- The ability to work year round outdoors for exterior cleaning needs.
- Stand, move and lift continuously for four hours.