

**SCHOOL DISTRICT #42
Maple Ridge - Pitt Meadows**

JOB DESCRIPTION

JOB TITLE: Community Rentals and Custodial Coordinator **DATE:** JULY 2014
REVIEWED: DECEMBER 2015

PAY GRADE: **LOCATION:** Maintenance

SUMMARY: Reporting to the Manager of Custodial Services, and as part of the Maintenance administrative support team, provides a variety of clerical services to the Custodial department and schedules, oversees, and coordinates the rental of school facilities to internal and external customers.

DUTIES:

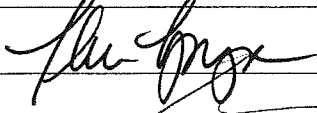
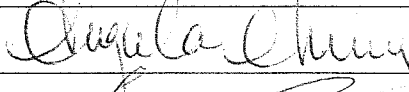
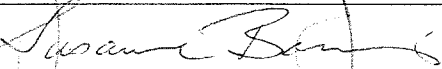
1. Coordinates rental of school district facilities by liaising with clients, screening and evaluating applications, accepting and confirming appropriate bookings, obtaining necessary user approvals and verifying availability and proof of insurance as required.
2. Implements plans to facilitate rentals of District facilities and secure bookings as well as develop ongoing customer retention strategies.
3. Prepares and approves rental agreements, applying appropriate fees in compliance with District policies and guidelines. Maintains contracts and financial records for rentals. Receives, verifies, tracks, and forwards fees. Follows-up on outstanding payments.
4. Works with the Budget Manager to develop and monitor budget and creates projections for facilities rentals. Prepares reports for management regarding rental rates, rental revenues and strategies for attracting new clients.
5. Liaises with the Communications Manager regarding rentals information resources.
6. Administers and maintains the efficient operation of the Facilities Rentals System. Maintains database(s), customizes and prepares reports and contract templates, adds and deletes users, and sets user defaults. Working with the software provider, and in consultation with IT as necessary, corrects system errors and implements software upgrades. Recommends improvements to rentals processes, procedures and/or systems.
7. Receives incident reports resulting from the rental of school facilities and follows-up with user groups as necessary by obtaining missing information or seeking clarification, etc., and forwarding reports for approval and action.
8. Operates a computer using a variety of software programs. Selects, verifies, enters, stores and processes data from diverse source material. Prepares a variety of materials, such as correspondence, reports, records, requisitions, lists, statements, etc. Composes basic memos.
9. Acts as a general liaison and/or representative of the department by answering phones, handling inquiries, giving out information, taking and referring messages, referring callers to appropriate parties, scheduling appointments, contacting suppliers, etc. as required.

10. Receives, records, compiles, relevant information regarding Custodial work assignments and daily absences. Monitors absence systems reports and contacts schools, Human Resources, and employees regarding absence and replacement information. Provides backup relief in the assignment of replacement staff as required.
11. Reviews for accuracy custodial absences, on-line attendance records, and reconciles to those records.
12. Maintains and reconciles petty cash and establishes and maintains departmental files for storage and ready retrieval of information.
13. Handles key distribution and collection, as well as supplies inventory tracking for the custodial group.
14. May be required to provide back-up clerical services to the Maintenance department.
15. Operates and troubleshoots minor problems with equipment such as photocopiers, fax machines, printers, etc.
16. Performs other duties and responsibilities within the scope of knowledge, skills and abilities required of the position as requested.

REQUIRED KNOWLEDGE, ABILITY AND SKILLS:

1. Successful completion of Grade 12 plus a 2-year diploma in Business Administration or a related field.
2. Two (2) years' experience in an office environment with demonstrated experience in administrative services.
3. Intermediate proficiency with office equipment, personal computers and a variety of software packages, including word processing, spreadsheets, and database applications with keyboarding skills at 50 wpm with a high degree of accuracy.
4. Excellent organizational skills including the ability to plan, prioritize and multi-task.
5. Demonstrated ability to communicate effectively and harmoniously with staff, contractors, suppliers, visitors and the general public.
6. Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.

JOINT COMMITTEE MEMBER'S SIGNATURES:

	 
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