



JOB OPENING

JOB TITLE:	Facility Coordinator
OPENING DATE:	August 19, 2024
CLOSING DATE:	Open until filled
DEPARTMENT/DIVISION:	Special Services/Administration
EMPLOYEE GROUP:	Temporary / Part Time
WORK SCHEDULE:	This position is part-timer with a 28 hours per week max, consistent schedule, shifts include nights and some weekends, Must be 21 years or older.
PAY RATE:	\$16.00-18.00 hr.
PREVIOUS WORK EXPERIENCE:	Previous work experience in customer service, custodial, or facilities preferred.
EDUCATION and SPECIAL SKILLS & TRAINING:	CPR/First Aid/AED. Training provided.
BASIC RESPONSIBILITIES:	This position acts as a team lead for part-time building assistants. Directly reports to the Facility Supervisor. Works with the Facility Supervisor to schedule all building staff based on facility schedules. Communicates with other building staff to coordinate and perform necessary building responsibilities. Responsible for timely event and program set-up and tear-down. Assists custodial and maintenance staff with basic janitorial and general maintenance tasks. Provides excellent customer service including directing and assisting patrons. Enforces facility rules. Maintains accurate reports and submits work orders to the maintenance staff. Attends all mandatory staff training. Assists with tours, cleaning, and other facility tasks as needed. Must be able to lift 50 lbs.
HOW TO APPLY:	All candidates must complete a City of Farmington Hills employment application . Applications are located at www.fhgov.com or in the Human Resources Department at City Hall (31555 West Eleven Mile Road Farmington Hills, MI 48336). Please email the completed application and supporting documents to hr@fhgov.com or in person to the HR Department for consideration.

EQUAL OPPORTUNITY EMPLOYER