

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

- TITLE:** Facility Manager
- REPORTS TO:** Assistant to the Business Administrator
- JOB GOAL:** To oversee the use of the district's facilities when used by outside organizations for events during non-school hours.
- QUALIFICATIONS:** Minimum of 5 years as Confidential Secretary or Administrative Assistant
Knowledge of Fire Code
Familiarity with District facility Use procedures
Available evenings and weekends
Demonstrates ability to communicate effectively
Required criminal background check and proof of US citizenship or legal resident alien status

PERFORMANCE RESPONSIBILITIES

1. Arrive ½ hour before event is scheduled to begin and evaluate the condition of the school before the event begins.
2. Verify that the organization has appropriate Facility Use and Kitchen Permits as applicable.
3. Verify that fire permit and police presence are in place if required by Facility Use Permit.
4. Monitor activities during event within specifications of the permit and policies of Board of Education.
5. Direct custodial staff assigned to event.
6. Notify police in event of violations of permit when individuals do not respond to direction.
7. Complete appropriate report and obtain necessary signatures at end of event.
8. Remain on premises until entire organization has left.
9. Perform any such other duties that may be assigned.

Approved: 5/12/09

Revised: