



Part-Time Rental Assistant Position Available at the Parks Department

What: Opening up/locking up McHale Complex and the Penman Building for rental patrons.

When: Prospective Rental Assistants need to be available 7 days a week, including evenings.

Pay: \$10-\$15 per hour.

- Each rental takes approximately one hour.
- The number of weekly hours varies greatly from week to week depending on rentals.

Description:

- The Parks employee will need to be at the rental facility 30 minutes prior to facility rental time to ensure that the bathrooms and kitchen are stocked with toilet paper, paper towels and trash bags.
- The employee will go over the rules and regulations with the rental patrons.
- The employee will need to be at the rental facility 30 minutes before the scheduled rental end time and will do a walk-through of the facility with the renter to ensure that the facility is clean and damage-free.
- The rental paperwork is taken to the Parks Department office at least once a week so that the security deposit refunds can be processed.
- Prospective employees must be able to pass drug and background checks.
- This position is part-time and does not qualify for benefits.

Interested parties can contact Kelly Smith at the Parks Office 574-753-7388 or by email: prassistant@cityoflogansport.org