

RIDGEFIELD RECREATION CENTER STAFF APPLICATION

Name _____ Home or cell # _____

Address _____

Work Availability

The Rec Center is staffed 68 hours a week. The hours are divided into 4- or 4½-hour shifts.

Circle any **day(s) or shift(s)** you **cannot** work

Are there any **week(s) or month(s)** you **cannot** work?

Sunday 1-5
Monday 7-11 11-3 3-7:30
Tuesday 7-11 11-3 3-7:30
Wednesday 7-11 11-3 3-7:30
Thursday 7-11 11-3 3-7:30
Friday 7-11 11-5
Saturday 1-5

How many hours could you work each week? Minimum _____ Maximum _____

Employment

Last or current employer _____

From _____ to _____ Title or position _____

May we contact this employer? _____ Phone number _____

List any previous or current volunteer activities (RHA, church, community, hospital, etc.)

Education

Highest degree _____ Institution: _____

Additional information

Have you ever been convicted of a felony? _____ (Y/N)

Signature _____ Date _____

Office Skills

Are you familiar with Microsoft Office products? _____ Word _____ Excel _____ Publisher

Do you have any other computer or website skills?

Front Desk Responsibilities

The Recreation Center staff interacts with Ridgefield residents and prospective homeowners.

- Greet and assist residents at the front counter
- Answer questions about clubs, events, meetings, etc.
- Answer the phone and take messages
- Enforce the RHA *Recreation Center Rules and Regulations*
- Sell bulbs and filters to residents

Custodial Duties

The staff completes a daily *Housekeeping Checklist* to keep the facility clean, safe, and functional. Custodial tasks may require using various cleaning products, lifting, kneeling. The tasks vary depending on the day and shift. Please check any task(s) that you would not be able to do:

- _____ Sweep and mop floors in restrooms, lobby, locker rooms, and mechanical rooms
- _____ Clean toilets and urinals, shower stalls, trash containers, sinks, mirrors, countertops
- _____ Refill towel boxes, hygiene boxes, soap dispensers, Lysol spray bottles, trash containers
- _____ Wash mats under treadmills, baseboards, bins, and free weights
- _____ Wash lobby windows
- _____ Vacuum exercise room carpeting, around all weight equipment, and lobby floor mats
- _____ Lubricate and wash weight and aerobic machines
- _____ Take weekly trash containers to and from curb
- _____ Clean chairs, bookshelves, kitchen appliances, cabinets, etc.
- _____ Restock pantry shelves with supplies