



## **Detail Staff Job Description**

**Title:** Detail/Event Coordinator/Security

**Reports to:** Detail Manager/Facility Manager

**Pay type:** Hourly

**Pay range:** \$15.00 per hour

### **Job Summary:**

The Detail/Event Coordinator will be responsible for following facility maintenance procedures for all areas of our Studio A and Studio B facility. The Detail Team staff has daily contact with members, staff, prospects and other personnel and therefore is a key player on the facilities team. The Detail/Event Coordinator provides support, and is accountable for delivering on our commitments to our members. The Detail/Event Coordinator will have a basic understanding of construction. They will be well-versed in all maintenance processes and health and safety regulations. The Detail/Event Coordinator responds to ADAPT's service needs and is instrumental in helping ADAPT's goal to ensure the facilities are well-cared for and adequate to support the organization's operations.

### **Entry Level Detail Requirements:**

- Previous experience (Preferred not required)
- Ability to Work alone
- Punctual
- Pays Attention to Detail
- Teamwork
- Communication skills
- Problem Solving
- Time Management Skills

### **Meeting Schedule:**

- Team meeting - Once a Month
- Detail Team meeting - Once a Month (Mandatory)

# ADAPT

**Major tasks and responsibilities:**

1. Assure the facility is maintained in a clean, sanitary and safe condition.
2. Follow the sanitation procedures.
3. On a regular basis, or as requested perform basic repair and maintenance services.
4. Helps in preparing vacant rooms for new partnerships.
5. Reports any maintenance concerns on the building, and common areas, to the Facility Man
6. Attends and participates in training programs as required by management
7. Delivers superior customer service and represents the company in a professional manner at all times.
8. Maintains and safeguards all company tools and equipment
9. Completes opening and closing procedures
10. Perform any other related duties as required or assigned.

**Physical Requirements:**

- Must be able to lift up to 45 pounds at times.

**Compensation Package:**

- Shifts can be swapped with other staff members in the same month.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Managers Initials: \_\_\_\_\_