

DEPARTMENT Operations Team
REPORTS TO Deputy Director
SALARY RANGE \$16- \$20per hour(DOE)
POSITION Rental Coordinator
POST/CLOSE OPEN until Filled
CLASSIFICATION Non-Exempt/Part-Time
HOURS Weekends and Evenings Required
LOCATION TAF Corporate Office – Bethaday Community Learning Space (BCLS) – White Center

IF INTERESTED sherryw@techaccess.org
CONTACT:



SUMMARY

The Rental Coordinator is a key member of the Operations Team and supports Bethaday Community Learning Space rentals. The Operations team is responsible for managing the operations of the Bethaday Community Learning Space (BCLS) facility, Human Resources and Finances. The Operations team is committed to providing outstanding customer service to staff, tenants, and rental guest.

ESSENTIAL DUTIES & RESPONSIBILITIES

Rentals/ Administrative Support

- Greet and direct guest at front desk and maintain a rapport with the renters
- Rental set-up of furniture
- Act as liaison between facilities and vendors (caterers, florists, rental companies, etc.) hired by renter as needed and assist with event logistics as needed, providing vendors access to rental spaces and communicating to them space use policies and/or safety information
- Monitor client’s use of rental space(s), furniture and equipment during events, providing quality and friendly service and handling any needs that arise. This can often involve monitoring multiple spaces and rentals simultaneously.
- Be able to resolve problem situations using good judgment
- Review rental contract, make sure appropriate signage is posted
- Provides information by answering questions and requests of guest
- Maintains rental supplies inventory by checking inventory to determine; anticipating needed supplies; and pre-check restrooms and cleaning supplies to see if supplies are need to be replenished
- Do a final walk-through after the rental and make notes to be left for the Operations Team to review next business day
- Provide and maintain a high level of customer service at all times.
- Must be able to lift at least 50 pounds
- Must be at least 21 years old

Desired

- Facilities Management experience
- Current CPR/First aid training/certification a Plus
- Security Experience

***Other assigned Task as needed**

QUALIFICATIONS

- Must be over the age of 21yr.
- Provide Excellent customer service skills
- Punctual
- Excellent written and oral communication skills with demonstrated ability to speak and write clearly and persuasively; ability to compile data accurately
- Great attention to detail
- Familiarity working in diverse and multi-cultural and bilingual environments
- Pass all required criminal and child abuse background checks
- Possess a valid Washington State Driver's license
- Must be able to lift and move over 50 pounds, bend, and walk stairs
- Work well independently and as part of a team
- Experience working with facilities operations and rentals is a Plus.

EDUCATION & EXPERIENCES

- Two years of customer service experience
- Experience with working with a diverse population
- Moderate to high proficiency and or aptitude in Microsoft Office, and Google Docs.

LANGUAGES SKILLS

- Fluency in languages other than English is a plus.

TAF does not discriminate based on race, gender, religion or sexual orientation.