

# FACILITY SUPERVISOR

## ELMWOOD COMMUNITY CENTER

Part-time supervisory position overseeing the building operation and activities, including helping customers, answering phones, and completing office tasks and other duties as assigned. The position covers weeknights 5-9 pm as well as varied weekend hours, shared amongst several supervisors, there is some flexibility for shifts.

The ideal candidate should possess excellent customer service skills, ability to work independently in a busy operation, handle multiple tasks including facility operation issues and some office related functions. Candidate must be a quick learner and have computer experience.

Starting salary is \$13.10 per hour. E-mail resume to Jaime Krajewski, Facility Manager, at [jaime.krajewski@westhartfordct.gov](mailto:jaime.krajewski@westhartfordct.gov) , fax to 860-561-8161, or send resume to the Elmwood Community Center, 1106 New Britain Avenue, West Hartford, CT 06110 . Applications will be accepted until the position is filled.