**BOARD OF EDUCATION**

**Saskatoon School Division No. 13**

**P O S I T I O N D E S C R I P T I O N**

**Position: RENTALS CLERK**

## **Immediate Supervisor: MANAGER OF MAINTENANCE AND OPERATIONS**

**Core Function:**

The Rentals clerk is an integral part of the Maintenance department team. The Rentals Clerk performs a variety of secretarial tasks supporting school division rentals and leasing in accordance with established procedures.

# **Duties and Responsibilities:**

1. Book school gymnasiums and other areas of a school by using the Class Facility Rentals System to enable community associations and other rental groups to utilize facilities after regular school hours throughout the calendar year.
2. Communication with principals, caretakers, and others outside organizations primarily by telephone or e-mail surrounding rentals.
3. Open and welcoming to all visitors, answers the telephone, provides information, and redirects calls to appropriate destination
4. Data entry, mail, email and fax lease/rental permits.
5. Produce rental caretaker forms and submit to Rental Coordinator.
6. Send out rental schedules on a weekly basis to each school principal and building operator to keep them informed of the rentals, print weekly reports for the Rental Coordinator to keep the security company informed of weekend rental activity.
7. Inform supervisors of major events in the school buildings by verbal or written notice.
8. Send, receive and file leases annually to groups that use facilities during school hours (e.g. preschools and outside groups).
9. Control and keep current leases, major rentals, etc. on an ongoing basis through spreadsheets and other documents.
10. Create reports and packages to be mailed out to governments for elections, major rental groups and community associations.
11. Perform general office duties such as typing, reception, filing, photocopying and faxing. Provide coverage for other areas of the office during absences.
12. Maintain and update caretaker location email list.
13. Perform such other tasks as may be required to meet organizational deadlines and objectives.

# **Qualifications:**

1. Grade 12 or equivalent plus one year of post-secondary training in business education;
2. Strong interpersonal, communication and customer service skills.
3. Intermediate knowledge of Microsoft Office products including Word and Excel and databases.
4. Experience working with the Class Facility booking system will be considered an asset.
5. Preference will be given to applicants with previous rental experience.

August 2016