



Facility Attendant

Department of Housing & Community Development

SALARY
\$15.75/hr

TYPE
Standby (as needed)

SCHEDULE
Weekends and
Evenings

DATE POSTED
9/15/2026

BENEFITS
None

DEPARTMENT PROFILE

The Housing and Community Development Department is made up of three different departments: Code Enforcement, Community Relations, and Homeless Services. These functions of HCDD are all supported by and work closely with the Community Development Grants and Finance segments of the City to achieve a better Salisbury for today and the future to come.

POSITION PROFILE

The Facility Attendant supports the Community Relations Division in the oversight of community center rentals. This position serves as the on-site point of contact at two City of Salisbury community centers, ensuring facilities are properly opened and prepared for scheduled rentals. Responsibilities include assisting renters with facility-related needs, monitoring compliance with rental policies, and ensuring the community centers are maintained in a safe, orderly, and welcoming condition throughout each rental.

EDUCATION/EXPERIENCE

High school diploma or equivalent required

REQUIREMENTS / CERTIFICATIONS

Experience with customer service/rentals is preferred but not required

HOW TO APPLY

1. Visit [Salisbury.md/apply](https://salisbury.md/apply)
2. Submit City Application, Cover Letter, and Resume

The City of Salisbury is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.

Capital of the Eastern Shore



City of Salisbury, MD

Classification Description

Classification Title: Facility Attendant- Community Centers

Grade: N/A – standby

Department: Housing and Community Development

FLSA Status: NE

Date: 9/10/2026

Position Profile: The Facility Attendant supports the Community Relations Division in the oversight of community center rentals. This position serves as the on-site point of contact at two City of Salisbury community centers, ensuring facilities are properly opened and prepared for scheduled rentals. Responsibilities include assisting renters with facility-related needs, monitoring compliance with rental policies, and ensuring the community centers are maintained in a safe, orderly, and welcoming condition throughout each rental.

Duties and Responsibilities

Administration/Task Management: Holds self-accountable for assigned responsibilities; sees tasks through to completion in a timely manner.

- Arrive on time to open the community center for a scheduled rental
- Be the main contact for renters and community members
- Assist with any building needs
- Ensure all rental guidelines are followed

Skills Proficiency/Technical Aptitude: Skillful in use of tools, hardware, software, and equipment.

- Ability to use the alarm system
- Maintain a clean work station

Leadership/Role Model: Acts a role model and peer leader among his teammates and colleagues.

- Cultivate, develop, and maintain professional relationships with other employees and members of the public

Stewardship/Resources: Safeguards equipment, supplies and materials.

- Assist with upkeep of equipment and facilities

Development/Professional Development: Participate in opportunities to earn or maintain professional credentials and certifications.

- Attend opportunities and/or training for department staff to engage in professional development, career advancement, and other City initiatives.
- Work on improving leadership skills by attending relevant meetings and trainings

Performance Expectations

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork:** Works well as a part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving:** Improves, designs, refines, finds and invents criteria to combine in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Determines what needs to be done and acts on it. Takes charge before others do and/or without being instructed.

Education and Experience

- High school diploma or equivalent required.

Physical Requirements

- Work requires no unusual demand of physical effort.
- Work is primarily performed indoors in an office and desk-based environment.
- Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting and training rooms, e.g., use of safe work-place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.