

FACILITY ATTENDANT (Full-Time)

DEFINITION

The Facility Attendant is responsible for opening and closing various City facilities, setting up/taking down rooms for City programs and outside rental groups and events, performing light custodial work, performing general recreation related administrative support, and performing other related duties as required. This position is primarily assigned to the Adult Community Center but may be required on occasion to perform facility attendant duties at other City locations.

SUPERVISION EXERCISED AND RECEIVED

Receives direct supervision from Recreation Supervisors and Recreation Coordinators.

ESSENTIAL AND IMPORTANT DUTIES

- Demonstrate a cheerful, courteous and cooperative behavior when interacting with visitors, the public and City staff.
- Prepare, open, and close facilities for reservations, programs, special events and public use.
- Assist instructors and individuals who are using City facilities.
- Arrange furniture and equipment for events and ensure set-up is correct.
- Take down and clean rooms.
- Remove trash in and around buildings; perform light cleaning and custodial duties of facility rooms.
- Maintain and perform the daily and weekly cleaning schedule for the kitchen.
- Provide direction, assistance and training to part-time staff who work in the facilities during the evening and weekend hours.
- Enforce timely beginning and ending of activities.
- Handle basic first aid/medical problems that may arise.
- Submit work orders for maintenance issues or problems to Public Works.
- Assist in the maintenance of facilities and equipment.
- Fill out Accident Reports or Incident Reports.
- Handle routine facility problems such as bathroom clogs/overflows, beverage spills in the kitchen or activity rooms.
- Perform custodial duties as assigned (sweep store room, clean patios, clean sinks, clean refrigerator and stove, scrub messes).
- Decorate the building for holiday themes.
- Perform clerical duties such as calling the public with class information or schedule changes, inserting activity guide pages into desk binder and register participants for recreational classes.
- Open buildings and lock-up buildings, ensure lights and heat are off and doors and windows are locked.
- Performs other duties as assigned.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of: basic facility maintenance techniques; working effectively with people; customer service techniques, practices and principles; and time management methods and techniques.

Ability and skills to: organize people and activities; energetically perform job duties; comprehend and follow brief oral and written instructions; work independently at times, take initiative, and assist willingly as needed. Implement program plans; work with minimal supervision. Establish, maintain and

foster cooperative working relations with others contacted in the course of work; learn the Active Network Registration system.

EXPERIENCE AND EDUCATION

Sufficient education and experience to satisfactorily perform the duties of this classification. A typical qualifying background would be graduation from high school, and prior building maintenance or facility attendant experience performing tasks as described above.

LICENSE OR CERTIFICATE

Possession of, and ability to maintain a valid Class C California driver's license is required. Possession of, or ability to obtain within 90 days of hire, and maintain a current CPR, AED and First Aid certification.

SPECIAL REQUIREMENTS

Speak clearly and understandably; read and understand the English language sufficiently to successfully receive/provide information to/from the public, co-workers, supervisors, etc.; intermittently twist to reach equipment in their work area; perform simple grasping and fine manipulation, operate basic office equipment (i.e. telephone, copier, calculator, etc.); safely lift and move equipment up to 50 pounds, push and pull equipment up to 75 pounds, such as tables and chairs;. Willingness and ability to work flexible hours including evenings and weekends.