

SENIOR FACILITY ATTENDANT
(Full-Time)

DEFINITION

Under general supervision, performs custodial duties related to the care and cleaning of assigned facilities; opening and closing various City facilities; performs a wide variety of duties for events, classes, and programs, including but not limited to, set-up and tear-down of tables, chairs, equipment and supplies; provides custodial and operational support in a lead capacity when assigned, performs, minor maintenance and repairs; and performs related work 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 general supervision from Recreation Supervisors and Recreation Coordinators. Leads and directs part-time evening and weekend facility attendant staff and volunteers.

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 and lobby.
- 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.
- Maintain the Adult Community Center's online material safety data sheet (MSDS) database.
- Keep accurate and timely records of building maintenance activities.
- Maintain the Adult Community Center's kitchen to health department standards, ensuring proper cleaning and storing of food including the daily use of a commercial dishwasher.
- 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, lobby 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: principles and practices of custodial and facility maintenance operations; practices and principles for providing high level of customer service; time management methods and techniques; safety practices and equipment related to the work; methods, materials, tools, and equipment used in custodial work and use of computer equipment, applications and kitchen equipment.

Ability and skills to: organize people and activities; energetically perform job duties in a timely manner; comprehend and follow both oral and written instructions including the ability to read and understand equipment manuals; 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; perform minor repairs on equipment; use and care of tools, materials and supplies required in the workplace.

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. Completion of CPR, AED and First Aid training within six (6) months of hire and maintain certificate. Obtaining and maintaining a ServSafe Food Manager certification within ninety (90) days of hire.

SPECIAL REQUIREMENTS

Must possess mobility, strength and stamina to perform physical work for extended periods of time; vision to read printed materials and a computer screen; hearing and speech to communicate in person or over the phone; finger dexterity needed to operate tools and equipment. Work activities may require standing, walking, on uneven and slippery surfaces, reaching twisting, turning, kneeling, bending, stooping, squatting, crouching, climbing ladders at various heights, grasping and making repetitive hand movement in the performance of daily duties. 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.