

FACILITY ATTENDANT

Part-Time / Non-Benefitted / \$11.0000 - \$14.6830 Hourly

Class specifications are intended to present a descriptive list of the range of duties performed by Employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

The Facility Attendant is responsible for assisting in the coordination and implementation of Recreation and Community Service activities and/or programs.

SUPERVISION RECEIVED AND EXERCISED

The Facility Attendant receives supervision from the Recreation Technician, Coordinator, and Supervisor, Manager or designee.

ESSENTIAL FUNCTIONS: *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Assists in the inventory of program and custodial supplies.
- Performs general maintenance and/or custodial duties including cleaning recreation facilities, maintaining park facilities, and documenting necessary repairs.
- Arranges tables and chairs at various recreation facilities for Parks and Recreation activities and/or programs.
- Answers a wide variety of questions from the general public regarding City functions and community activities.
- Operates standard office equipment such as copy machine, computer and multi-line telephones
- Attends regular staff meetings and training conferences.
- Ensures that department personnel policies and procedures are followed and notifies supervisor if witness to overt acts contrary to the department's policies.
- Performs other related duties as assigned.

QUALIFICATIONS

Ability and Skill to:

- Work with different age levels
- Follow oral and written instructions
- Prepare written reports related to facility operations
- Evaluate emergency situations and act decisively and effectively to resolve the situation
- Work cooperatively with the public and employees in an enthusiastic and constructive manner
- Work effectively within a public services organization

Knowledge of:

- Basic knowledge of Parks and Recreation activities

EDUCATION AND TRAINING REQUIRED

Any combination of experience and education/training that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Must be currently enrolled in or graduated from an educational institute working toward a high school diploma or G.E.D. equivalent
- Must be at least sixteen (16) years of age

Experience:

Prior experience in dealing effectively with youth programs is highly desirable. Previous work experience in a recreational environment is also highly desirable.

Licenses & Certificates:

- Current Standard First Aid certificate (must obtain within 30 days of hire)
- Current Community CPR certificate (must obtain within 30 days of hire)
- Possession of a valid California Driver's License

Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

Employee's Signature

Date

Supervisor's signature

Date

Printed name of employee: _____

Printed name of supervisor: _____