

COMMUNITY FACILITIES ATTENDANT

DEFINITION

This is an intermittent, part time hourly position that is responsible for monitoring a variety of recreational programs and social activities that take place at the Community Center, Youth Center, Bloss Home and grounds, picnic shelters, park sites, and other related parks and recreation facilities. These tasks are illustrative only and may include other related duties. FLSA Status: Non-exempt.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for positions designed to monitor and to provide on-sight supervision and customer service at parks and recreational facilities where programs, classes, social activities, meetings, and related activities are held. Incumbents within this classification may be required to work nights, weekends, and holidays depending on the recreational activity or social function that is scheduled.

REPORTS TO

Parks and Community Services Director and/or Recreation Supervisor or as assigned.

CLASSIFICATIONS SUPERVISED

This is not a supervisory classification.

ESSENTIAL FUNCTIONS

Serves as a representative of the Parks and Community Services Department; demonstrates a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with facility users, activity participants, co-workers, and the general public; closely monitors the actions of program participants and facility users; provides general clean-up of assigned facility (e.g., light janitorial, empty trash containers, replenish restroom supplies, sweep and mop floors, wipe tables, etc.); performs set-up and take down of tables and chairs, associated room equipment, and sports equipment; enforces facility rental policies and procedures; ensures that facilities are properly opened and closed; maintains inventory of equipment and condition of facility before, during, and after a particular event or function; and performs other related duties as required.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand, bend, stoop, kneel, and walk; normal manual dexterity and eye-hand coordination; lift and/or move objects weighing up to 50 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment including copier and telephone.

TYPICAL WORKING CONDITIONS

Work is performed in a community building, indoor and/or outdoor recreational facility, or field environment; deals with the public; works independently within established guidelines.

MINIMUM QUALIFICATIONS**Knowledge of:**

- Light custodial maintenance practices and standards.
- Accident prevention and safety practices and procedures.
- Current customer service techniques and standards.
- Operation of audio and video equipment.
- Light repairs to buildings and related equipment..

Ability to:

- Think and react clearly, quickly, and accurately in emergencies.
- Write up incident and accident forms.
- Establish and maintain cooperative relationships with those contacted during the course of work.
- Respond to and resolve concerns that arise from customers related to facility usage.
- Assist facility renters with the schematic diagrams of floor plan for banquets, class functions, and other activities and events.
- Follow verbal and written instructions and direction.
- Communicate in a clear and concise manner.
- Travel to and from work site as needed.
- Observe assigned working hours.
- Work flexible hours including days, evenings, weekends, and holidays as assigned.
- Inspect facility for safety.
- Maintain records and produce after event evaluations.

Training and Experience:

- Any combination of training and experience which will indicate the possession of the skills, knowledge, and abilities listed above.

Education:

- Receipt of a high school diploma or recognized equivalent.

Licensing:

- Possession of a valid California driver's license.

SPECIAL REQUIREMENTS:

- Candidates may be required to be fingerprinted at time of appointment.
- First Aid and CPR certified or the ability to obtain certification within 60 days of hire.

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