



TOWN OF YOUNTVILLE JOB DESCRIPTION

BUILDING ATTENDANT

DEFINITION

Under general supervision performs a variety of duties overseeing the operations of the Community Center and other recreational facilities including but not limited to seasonal recreational programs, group meetings, special events and private rentals.

DISTRINGUISHING CHARACTERISTICS

This is a part-time position. The incumbent provides assistance with the planning, implementing and oversight of recreational programs, events and services including private rentals of recreation facilities.

SUPERVISION RECEIVED/EXERCISED

Receive general supervision from the Recreation Supervisor, Manager or Director. Building Attendants may exercise supervision over other part time employees and/or contractors.

ESSENTIAL DUTIES

Leads and assists with the set up and break down of activity spaces. Supervises activities and events including upholding rules and regulations of the facility and the rental agreements of private events. Cleaning and maintenance of facilities including restrooms as well as removing trash and recycling. Providing excellent and helpful customer service by assisting walk in customers as well as paid guests. Maintaining accurate records and logs. Ensuring that the facility and its patrons are safe and secure at all times. Calmly handling issues as they arise including but not limited to building malfunctions, medical emergencies and disgruntled guests. Exercise supervision of other part time employees and contractors as assigned.

QUALIFICATIONS

Experience/Education/Training

Graduation from high school and experience of working with the public in a service role. A typical way of gaining this experience is through previous work in a service related industry.

Knowledge/Ability

Ability to speak and read the English language. The ability to also speak Spanish is highly desirable. A firm understanding of standard safety practices and of the use of materials and equipment used in facilities such as custodial products, furniture, sports equipments and audio visual equipment. A firm understanding of great customer service practices as well as the ability to handle stressful and intense situations. The ability to carry out written and oral instructions as well as communicate effectively with coworkers and the public. The ability to maintain positive working relationships with other employees, contractors and business people that you may come in contact with. The ability to work independently, prioritize and complete work assignments independently. The ability be attentive to details and ensure the security and safety of the facilities.

WORKING CONDITIONS

This position is primarily stationed inside with some outside duties including monitoring grounds around facility, parking area and patio area as well as working outside at special events as assigned. This may include exposure to unsanitary conditions, odors, cleaning chemicals and loud noise. Irregular hours including mornings, afternoons, nights, weekends and holidays.

Includes light to moderate (up to 50 pounds) lifting; pushing; pulling; sitting; crawling; climbing; walking on slippery surfaces; prolonged periods of standing; lifting above shoulders; bending, stooping; squatting; carry and work off ladder; and sound monitoring as well as the ability to give and take instructions in English both in writing and verbally.

OTHER REQUIREMENTS

- Possession of and ability to maintain and valid California Class C Driver's License
- CPR and First Aid Certification within 30 days of employment
- Submit a Livescan fingerprinting and background process
- Potential to provide certification of a negative Tuberculosis Test within the past two years

Approval: /s/ Steve Rogers
Town Manager

Resolution No. 3157-14

Effective Date: 03/04/14