

JOB DESCRIPTION

City of Patterson



Human Resources

FACILITY ATTENDANT (PART-TIME)

JOB SUMMARY

*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.*

Under direct supervision, the Facility Attendant performs a variety of facility related tasks to ensure effective operations at the Recreation and Community Services Complex and related facilities and parks. Prepares facilities for use; works with users during events; provides set-up and arrangements for classes, meetings, and public and private events; registers participants for recreational programs; assists with cleaning and maintaining of Community Services' facilities. Facility Attendant interfaces directly with guests to provide high quality customer service, including opening and closing of recreation facilities and parks, greeting guests, and reviewing facility and renter specific information. Works directly with Recreation Facility Workers and other staff to ensure a safe, clean environment, both inside and outside.

Incumbents in this class typically have little or no directly related work experience. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned areas of responsibility are learned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from a Supervisor.

ESSENTIAL DUTIES

Typical essential duties may include, but are not limited to:

Interact with facility guests, staff, and contractors in a positive and professional manner to ensure a safe and enjoyable experience.

Monitor equipment and building conditions to ensure a safe and clean environment; report any damages or repairs needed.

Opening and closing of facilities, including parks, for rental customers and scheduled functions and events.

Perform set-up and take-down of facility equipment such as tables, chairs, projectors, etc.

Monitoring of event during activities and reservations; including responding to inquiries and requests.

Assist with minor clean up including removing and disposing of trash, sweeping, and mopping of floors.

Provide staff support for recreation events and programs.

Issues athletic and recreation equipment and ensures equipment is returned in proper condition.

Understand and carry out operational procedures for building emergencies, injury, accidents, mechanical failure, and room preparation.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Recreation programs and activities offered by the Recreation and Community Services Department. General knowledge of custodial work and safe use of products. Principles and practices of customer service; modern office equipment, methods, procedures and computer hardware and software desirable.

Ability to: Provide excellent customer service and the ability to interact with facility guests in a positive manner. Understand and follow written and oral instructions. Must have the ability to do heavy lifting and physical work such as moving of tables and chairs; deal effectively and courteously with the public. Pay attention to detail and task completion. Maintain strong time management and prioritization skills, with the ability to adapt to changing needs; use sound judgement.

NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older.

Bilingual (Spanish/English) preferred.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check, and reference check.

Must be able to lift 50 lbs.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

Must be available to work nights and weekends with varying shifts and schedules.

EXPERIENCE and CERTIFICATIONS

Any combination of education, training and experience that would likely provide the required knowledge, skills, and abilities: Normally this would include:

Education: Must have a High School Diploma or GED equivalent.

Experience: Related experience in customer service, recreation, janitorial or similar environment is considered an asset. Equivalencies may be considered. Experience working with the public is desirable. Previous experience in facilities is highly desirable.

License or Certificate:

Possession of a valid Class C California Driver's License.

Current First Aid and CPR certification is considered an asset.

Bloodborne Pathogen certificate within 90 days of appointment.

PHYSICAL REQUIREMENTS

Environmental Conditions: Work is performed indoor and outdoor environment.

Physical Conditions: Essential duties of the job require daily, the ability to walk, bend, stand for extended periods, stoop, kneel; lift and carry and/or push or pull job related equipment weighing 50 pounds; have acceptable eyesight (with or without correction), acceptable hearing (with or without correction); hear and speak well enough to converse on the telephone and in person.

FLSA Status: Non-Exempt

Approved: July 2021