

**FULTON-EL CAMINO RECREATION & PARK DISTRICT**

**BUILDING & FACILITY ATTENDENT** (*part-time*)

*Events and Rentals*

*\$17.52-\$20.28 hourly*

**Job Description**

May 2023

**Summary:**

Under general supervision, performs custodial duties related to the care and cleaning of assigned 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; and performs related work as required.

**Definition:**

The position involves assisting in the direct implementation of events.

**General Duties** – Includes, but not limited to the following:

- Assists in the set-up, clean-up and implementation of rental events.
- Ability to assist and interact tactfully with customers and vendors at events.
- Ability to work nights, week-ends and non-standard shift lengths required.
- Perform related duties as assigned.

**Essential Job Duties:**

- Set-up/take-down tables, chairs, podium and/or A/V equipment.
- Performs custodial duties at assigned facilities, including, but not limited to, cleaning, sweeping, vacuuming, and mopping floors; cleaning furniture, woodwork, fixtures, equipment, supplies, doors, windows, walls, and facility grounds; disposing of trash.
- Restock, as needed, before, during and after event: paper towels and trash liners in kitchen; toilet paper, sanitary bags, seat covers and paper towels in bathrooms.
- Monitors and follows rules, policies, and procedures
- Receives and responds to questions, concerns, and complaints from patrons; refers to higher-level staff as appropriate.
- Participates in required training sessions, including safety drills and other emergency procedures; performs all work in a safe manner in accordance with policies and procedures.
- Assists with District special events as needed.
- Performs related duties as assigned.

**Qualifications:**

- High School Diploma or GED is desirable.
- Experience in custodial and facility operations is desirable.
- Knowledge of special event practices is desirable.

**Required Knowledge, Skills, and Abilities:**

- Basic methodology of organizing special event programs in a recreational setting.
- Demonstrated ability to communicate effectively with general public.
- Ability to follow and implement directions from supervisor.
- Principles and practices of custodial and facility operations.

- Principles and practices of customer service, techniques for providing a high level of customer service.
- Dependable, reliable, and responsible for communicating to supervisor, in a timely manner, issues impacting work schedule and availability.

**Physical Demand:** Sitting; standing; walking, kneeling, stooping, bending, squatting, lifting, pushing, pulling, carrying (up to 50 lbs); close vision; speaking; hearing; use of hands to fingers to write, type, handle, or feel objects, tools or controls, etc.

**Environmental Demands:**

**Temperatures:** Works outdoors on occasion in a variety of weather conditions ranging from cold, rain and heat up to an excess of +100°F. Almost always works indoors in a temperature-controlled environment.

**Fumes/Gases:** Exposure to various colognes/perfumes and fumes from cleaning supplies, dust from performing cleaning duties.

**Noise/Vibration:** General noise and noise associated with events and large groups such as loud talking, singing, cheering, music and /or A/V noise.

**Pre-Employment Conditions:**

- Live Scan fingerprint clearance.
- Work permit if applicable.