



Recreation and Community Services

BUILDING ATTENDANT

NOTE: Building Attendant is a temporary, part-time, non-benefited position

Under the general supervision of the Campbell Community Center Recreation Specialist and Supervisor, the Building Attendant oversees proper use and rental activity at the City of Campbell Community Center and other City facilities. The Building Attendant assignments include working special events at various City facilities. The Building Attendant performs basic custodial duties (moving tables, chairs, set-up AV equipment, set-up athletic equipment, moping, sweeping, empty trashcans, etc.), ensuring compliance of established rules and procedures for the use of the facilities. The Building Attendant work schedule is primarily during the late afternoon/evening hours Monday - Friday, and on weekdays (both day/evening shifts). Occasional week-day shifts may be available.

POSITION: BUILDING ATTENDANT, part-time/temporary

SALARY RANGE: \$14.00-\$16.00/Hourly

HOURS: 8-20 hours/week, Evening and Weekend Hours

JOB DESCRIPTION: The Building Attendant provides customer service to community center renters, class instructors and the general public at the Campbell Community Center. Opens buildings for scheduled events, performs set-up/take-down of tables, chairs, portable staging, AV equipment, and other set-up equipment; supervises evening and weekend activities at the Community Center; performs custodial tasks (emptying trash containers, cleaning tables, chairs, and restrooms, sweeping floors, etc.) as needed. Building attendants are responsible for the security of the site, as well as providing good public and customer relations. Additional responsibilities, as needed, may be assigned.

QUALIFICATIONS: Must be 18 years of age and equivalent to high school graduation. Must have a valid California Driver's License. Must demonstrate the ability to work independently, follow oral and written instructions, display courteous public relations, and demonstrate safety and good judgment. Previous experience in recreation, building maintenance, or customer service work is preferred.

APPLICATIONS: Online at: www.campbellca.gov

In person at: Community Center Office
1 W Campbell Ave, C-31
Campbell, CA 95008

MORE INFORMATION: (408) 866-2107 or LaurenM@campbellca.gov

DEADLINE: Applications are accepted on an ongoing basis. Positions are filled as they become available.