



City of South San Francisco  
Department of Parks & Recreation  
**Building Attendant**  
Recreation Leader III

**Salary:** \$23.08 - \$28.05 per hour

**Benefits:** This is an hourly, part-time, non-benefited position

**Shift & Hours:** Vary and are flexible, Monday - Friday (varies depending on building) 3:00 pm- 9:00 pm, Saturday & Sunday (varies depending on event) 8:00 am – 1:00 am

**Location:** Various community centers throughout the city

**The Department:** The Parks and Recreation Department is the third-largest department in the City and is organized by program area, with each program administered by a supervisor, coordinator, or specialist. The Parks and Recreation Department is composed of a Director and 22 full-time management positions. The department is comprised of the Recreation, Parks, and Facility Maintenance divisions. The Recreation Division consists of eight program areas, Aquatics, Classes, Cultural Arts, Youth Enrichment Services, Preschool Early Learning, Senior Services, Sports, and Rentals.

Under direction of Recreation Supervisor and Coordinator, the Building Attendant is responsible for the efficient operation of events, classes and rentals conducted in one of several community centers. This class is distinguished from other positions in that the attendant handles building security and emergency procedures, resolves conflicts of building use.

**Duties and Responsibilities:** Typical job duties include (but are not limited to):

- Locking and unlocking the building.
- Lifting and moving equipment, tables and chairs.
- Assisting potential clients with inquiries and general information regarding rental facilities.
- Assisting staff with room setups.
- Custodial duties entail sweeping, wet mopping, cleaning tables and chairs, kitchen, walls, bathrooms, bars, bar area, and repairs as needed.
- Operating audio-visual equipment.
- All room setups for instructors as well as their needs daily.
- Works closely with the Rentals as well as Class Supervisor and Coordinator.
- Performs other related duties as assigned.

**Qualifications:**

*Knowledge of:*

- Recreation field, Problem solving skills, Customer service skills

*Ability to:*

- Communicate effectively both in written and verbal form.
- Work independently and with co-workers.
- Take on a leadership role as necessary.
- Take a proactive approach to customer service issues.
- Work in a safe manner, following City safety practices, procedures and policies.
- Respond calmly and professionally in an emergency.
- Communicate with individuals of all ages.

Any combination of experience and training that would provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** Experience working with the public in a customer service-related field. Minimum of 18 years of age.

**Training:** Graduation from high school or equivalent. Completion of college coursework in recreation or a related field is desirable.

**Licenses and Certificates:**

Current First Aid and CPR certification is desirable.

**Special Requirements:**

Essential duties require the following physical skills and work environment: must possess the physical strength required for lifting audio/visual equipment, tables, chairs and carrying supplies. Lift and carry objects up to 50 pounds. Reliable mode of transportation to enable travel to different sites.

**RECRUITMENT TYPE:**

This is a continuous recruitment and may close at any time.

**HOW TO APPLY:** Complete online application: [www.calopps.org/city-of-south-san-francisco](http://www.calopps.org/city-of-south-san-francisco).