



City of Los Altos

Job Description – Facility Attendant

Part-time (20-25 hours)

Temporary, Non-benefited, At-will position

POSITION SUMMARY:

Under general supervision of the Recreation Coordinator, the Facility Attendant will be responsible for opening and closing various City facilities, setting up/taking down rooms for outside rental groups and events, performing light cleaning, performing general recreation-related administrative support work, and performing other related duties as assigned. This position supports all City of Los Altos recreational facilities and may be required to work days, evenings, weekends and holidays. The Facility Attendant will be required to work in coordination with fellow City staff to assist in the implementation of recreation activities and perform other related duties as needed and assigned (assisting with department-wide special events, assisting with teen, senior, and preschool programs, as well as performing administrative office duties).

GENERAL ACCOUNTABILITIES: *The following statements are intended as general illustrations of the work in this job class and are not all inclusive for specific positions.*

1. Checks facility use schedules and is present to renters during events
2. Prepares, opens and closes facilities for reservations, programs, special events and public use; arranges furniture and equipment for events and ensures set-up is correct; sets-up, takes-down, and maintains audio-visual equipment which includes video projectors, televisions, slide projectors, overhead projectors, and sound systems
3. Arms/disarms alarm system and checks doors and gates at various City facilities and to ensure cleanliness and safety
4. Performs light cleaning as needed including: vacuuming, sweeping, mopping, dusting and garbage removal; Maintains an accurate schedule and record of work performed
5. Performs security checks and assures facility use is in compliance with each facility's rules and regulations for use
6. Promotes public safety and monitors patron activities to prevent injuries
7. Follows City policies in the event of an emergency or security problem
8. Monitors facility user groups by enforcing rules and regulations, and securing and/or reporting damage or unsafe conditions
9. Documents and reports maintenance issues requiring specialized staff
10. Monitors use of materials and cleaning supplies, delivers, and stocks supplies at various City locations
11. Serves as primary contact for evening and weekend events, responding to customer questions and ensuring policies and procedures are followed.
12. Advises facility renters of each locations specific policies and procedures
13. Provide customer service during events, answering questions and resolving problems
14. Monitors work of contract vendors and staff

MINIMUM POSITION REQUIREMENTS:

KNOWLEDGE OF: Principles and practices for providing quality customer service; safety procedures and protocols; supporting facilities and events.

SKILL AND ABILITY TO: Use computer equipment for documents, templates, and controls systems; Observe and take direction; Practice positive and effective oral communication with customers, outside contacts, and all levels of employees; Review, comprehend, and complete all necessary documentation.

PHYSICAL REQUIREMENTS AND GENERAL WORKING CONDITIONS: Regularly required to sit or stand, reach, bend, and walk on level, uneven, and slippery surfaces, climb, balance, reach, twist, kneel, bend, squat, and stoop for prolonged periods of time in the performance of daily activities; May be required to lift, drag, carry, and push equipment, tools, and supplies up to 50 pounds; May be required to work a varied schedule which includes, days, evenings, weekends, and holidays; May be required to wear a uniform; May regularly work alone, depending upon job assignment.

EXPERIENCE AND EDUCATION:

- Must be at least 18 years of age
- Graduation from high school, or equivalent, is required
- Valid Driver's License is required
- One Year experience performing facility-related services is desirable
- Previous experience working with the public is desirable
- Possession of or ability to obtain a CPR and First Aid Certification within 90 days of hire

IDEAL CANDIDATE POSSESSES THE FOLLOWING CHARACTERISTICS: Is highly professional, patient, respectful, and ethical; possesses excellent problem-solving skills and a can-do attitude.

Communicates effectively and proactively both verbally and in writing. Enjoys working in a small-town atmosphere with an engaged public, including merchants, property owners and residents.

OTHER INFORMATION

Temporary employees are non-benefited, at-will positions. Since the City does not participate in Social Security and is required to provide an alternative retirement plan, you are required to participate in the City's defined contribution retirement plan through Nationwide where 3.75% of your gross compensation per pay period is deducted and put into the plan. The City matches this 3.75% for a total contribution of 7.5% of your gross compensation per pay period.

COMPENSATION:

This is a part-time, temporary position. Approximately 20-25 hours per week.
\$16.00.00 to \$20.00 hourly DOE

RECRUITMENT PROCESS:

The recruitment will remain open until the position is filled. Prior to hire, candidates will be required to successfully complete a pre-employment process, including a livescan background investigation. A

conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification or termination.

EQUAL OPPORTUNITY EMPLOYER

The City of Los Altos is an equal opportunity employer and does not discriminate in employment on the basis of a person's race, religious creed, color, national origin, ancestry, mental or physical disability, medical condition, marital status, sex, age or sexual orientation. Candidates with a disability, which may require special assistance in any phase of the application or testing process, should advise City of Los Altos upon submittal of application. Documentation of the need for accommodation must accompany the request.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.