



SAN RAFAEL

THE CITY WITH A MISSION

Facilities Attendant

(Two positions available)

Part-Time/Temporary – No Benefits Available

(Maximum hours worked per fiscal year not to exceed 1,000 hours)

\$17.50 - \$27.15 per hour, depending on experience

Application Deadline: *OPEN UNTIL FILLED*

The City of San Rafael Library and Recreation Department is now accepting applications for the position of Facilities Attendant (two part-time/temporary positions available). This position provides customer service to renters and program participants while assisting with the supervision of front counter/reception area, set up and breakdown equipment for scheduled activities, custodial and cleaning including but not limited to emptying trash, vacuuming, cleaning windows, cleaning restrooms, etc.; opening and securing facility before and after building use and interacting with instructors, clients, and the general public. Bilingual in Spanish is desired.

Qualifications:

- Ability to provide good customer service to instructors, clients, and the general public.
- Ability to use a variety of cleaning equipment and materials.
- Ability to communicate effectively orally and in writing in English.
- Ability to follow written and oral directions.
- Ability to work cooperatively with others.
- Ability to work evenings, weekends and some holidays.
- Ability to regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

Application and Selection Process:

City of San Rafael application is required. Resumes do not substitute for the City application. Prior to appointment, candidate must pass background check/fingerprinting. To file an application online, go to www.calopps.org. Select "Member Agencies". Select "San Rafael". Follow this link to submit your application: <https://www.calopps.org/san-rafael/job-20503599>.

Reasonable Accommodation: The City of San Rafael will make reasonable accommodations to accommodate disabled applicants. If you have a disability for which you require accommodation, please contact us at 415-485-3474. Such accommodation must be requested by the applicant.