



The City of Citrus Heights is seeking Part-time Facility Attendant Trainee's to assist the public in their use of the Community Center and City Hall facilities for scheduled events.

The Facility Attendant Trainee's will be expected to perform a wide variety of duties including preparing the facility for use by private parties and community groups of up to 500 guests or more.

Included but not limited to, set up/take down tables and chairs; minor maintenance and janitorial duties, set up of audio-visual systems, open and close facility for daytime, evening, and weekend rentals.

Work Schedule

The specific work schedule(s) of a Facility Attendant Trainee should have **flexible availability** to open and close rental facilities for daytime, evening, and weekend rentals based on the needs of the City. Facility Attendant Trainees will generally work less than 29 hours per week.

Ideal Candidate

- Enjoys working with the public
- Has flexible availability
- Provide high quality, economical services to the Citrus Heights community, placing emphasis on responsive customer service
- Help oversee events in progress; learn to analyze and identify potential problems, situations and needs; accurately and quickly carry out solutions
- Identify custodial and maintenance needs and perform and/or assign related duties
- Be an integral team player, which involves flexibility, cooperation and communication
- Establish and maintain effective working relationships with those contacted in the course of work.
- Able to communicate well orally and in writing
- Follow written and oral instructions
- Able to work independently and prioritize assignments
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Is highly organized and possesses strong organizational abilities in monitoring facility use and rental.

Minimum Qualifications:

EDUCATION: Equivalent to completion of twelfth grade.

TRAINING: One year of experience, or equivalent, in custodial or building attendant position with significant customer service contact.

LICENSE OR CERTIFICATE: Possession of a valid California Driver's License.

Physical/Sensory Requirements:

Light to moderate lifting (up to 50 pounds); pushing; pulling; crawling; climbing; prolonged periods standing; lifting above the shoulders; carry and work off a ladder; manual dexterity; vision and hearing to adjust audio visual equipment and observe and oversee participant use.

**FACILITY ATTENDANT
TRAINEE
EXTRA HELP
\$14.00/hourly
(Part-time, no benefits)**

Recruitment is open and continuous

Application Process

To be considered for this position, you must submit a completed, Employment Application and responses to a Supplemental Questionnaire. If you do not complete and submit all required information, your application may be disqualified from further consideration. You are encouraged to submit a resume and cover letter in addition to the required materials, but these may not be substituted for the required materials.

- **ON-LINE APPLICATION:** You may apply on-line by visiting www.CalOpps.org. A cover letter and resume may be included as part of the on-line Employment Application under the heading “Additional Experience.”
- **HARD COPY APPLICATION:** You may obtain a hard copy Employment Application by visiting www.citrusheights.net and downloading the application materials or you may request the materials by calling the Human Resources line at (916) 727-4731 or calling the TTY/TDD California Relay Service at 7-1-1. Submit hard copy application materials and resume to: City of Citrus Heights/Human Resources, Attention: Facility Attendant Trainee Recruitment, 6360 Fountain Square Drive, Citrus Heights, CA 95621. **No postmarked, faxed or e-mailed materials will be accepted.**

Selection Process

The City reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the position. Meeting the required minimum qualifications does not guarantee an applicant an invitation to the next step(s) in the selection process. Only the most qualified applicants as determined by the City may be invited to the next step(s) of the selection process. The finalist(s) may be subject to an interview, have references checked, and a background to include a Live Scan fingerprint criminal history checks. The finalist must then pass a drug/alcohol screening, conducted by City-appointed physicians. Upon completion of this process a final offer of employment may be made.

Method of Communication

Primary communication regarding your status relative to this recruitment will be by e-mail. Applicants are solely responsible for monitoring their e-mail communication messages and systems. Applicants are solely responsible for informing the City of changes in contact information, including but not limited to e-mail addresses, mailing addresses, post office boxes, and telephone numbers.

Additional Information

For additional information or questions about this recruitment, e-mail hr@citrusheights.net.

ALL INTERESTED APPLICANTS – PLEASE READ THE FOLLOWING INFORMATION

This listing is solely for the purpose of announcing job opportunities and does not constitute a contract, expressed or implied; provisions contained herein may be modified or revised without notice.

It is the policy of the City of Citrus Heights not to discriminate against qualified employees or applicants because of race, color, religion, gender, sexual orientation, marital status, national origin, ancestry, citizenship, age, medical condition, physical or mental disability, or any other basis protected by law. Qualified individuals with a disability will receive reasonable accommodation, as required by the California Fair Employment and Housing Act (FEHA), and federal laws including the Americans with Disabilities Act (ADA) and Section 504, during any phase of the selection process, providing such request is made to Human Resources at least five working days in advance. Medical disability verification may be required prior to accommodation.