

The City of Saratoga is recruiting for the position of

## Part-time Facility Attendant

Non-benefitted, non-exempt, hourly (posted March 2020)

\$16.00-\$18.00 per hour (DOE)



### THE PROCESS

This is an ongoing recruitment; applications will be reviewed as they are received. To be considered for this opportunity, please apply online through [www.calopps.org](http://www.calopps.org) and click on the member agencies, followed by the City of Saratoga.

### THE POSITION

The **Facility Attendant** serves as the first point of contact with community center users during evening and weekend activities and rentals. The ideal candidate should enjoy serving the public, possess confident communication and customer service skills, and be able to function in a setting that may be at times busy and fast-paced or quiet and slow.

The position will typically work on two or three weekday evenings (Mon.-Fri.), from 5:00 pm until close (2-4 hours), two or three Saturdays each month (approximately 6-9 hours, daytime or evening), and occasional Sundays (daytime or evening); a typical schedule will be about 13-18 hours per week, variable based on the weekly facility use program schedule, and set in advance by the Facility Coordinator.

*Typical duties may include, but are not limited to:*

- Provide friendly, professional customer service to Community Center users, serving as main point of contact during evening and weekend activities, and maintaining a consistent presence for users at all times.
- Follow and explain City and department policies, procedures, and facility use guidelines.
- May assist user groups with indoor or outdoor event set up and take down of equipment and/or furniture such as tables, chairs, podiums, and A/V equipment.
- Locks and unlocks facility doors on schedule; secures buildings during and after activities/rentals.
- Updates attendance sheets, tally sheets and user status sheets.
- May perform clean up duties as needed, including but not limited to: move and arrange furniture and equipment, restroom cleaning, sweeping and mopping, and garbage pick-up and removal.

### MINIMUM QUALIFICATIONS

- Completion of 12<sup>th</sup> grade or equivalent.
- Possess the ability to: work independently with minimal direct supervision; pay attention to detail and use good judgment; communicate clearly, both orally and in writing, with good English grammar skills; understand and follow written and oral directions; perform basic and accurate mathematical calculations; set-up and use necessary equipment and cleaning supplies; and provide exceptional customer service.
- Must have reliable transportation and the ability to begin shifts punctually.
- Bilingual candidates are encouraged to apply.
- The selected individual must pass a criminal background check (LiveScan) and provide proof of current tuberculosis screening clearance.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform to the essential functions of this job with or without reasonable accommodation: Ability to stand or sit for long periods of time, stoop, kneel, crouch, reach, finger, grasp, write, and perform repetitive motions; Sufficient clarity of speech and hearing or other communication capabilities to enable the employee to communicate effectively; Sufficient vision or other powers of observation to enable the employee to review a wide variety of materials in electronic or hard copy form; Sufficient manual dexterity to enable the employee to operate a job related equipment; Sufficient personal mobility and physical reflexes to enable the employee to safely lift, move, climb, walk safely on even or uneven grounds, or maneuver in whatever way may be necessary to successfully perform the duties of their position.

To learn more about the City of Saratoga, visit [www.saratoga.ca.us](http://www.saratoga.ca.us)