

JOB DESCRIPTION



CONFERENCE CENTER FACILITY MAINTENANCE/ ATTENDANT

(Part-time, 32 hours/week)

DEFINITION

Under general supervision to assist persons utilizing the Conference Center and Plaza; prepare conference rooms and perform light janitorial work; and related work as assigned.

EXAMPLE OF DUTIES:

(These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed are under this job title.) **(E= Essential Duty; M= Major Portion of Time)**

- Assists persons utilizing the Conference Center facility in a variety of ways, such as directing people to the correct conference room, setting up & breaking down conference rooms as required, cleaning up after events including kitchen clean up (loading & unloading dishwasher). (E ,M)
- Work flexible hours including evenings, weekends and holidays. (E)
- Prepares meeting rooms and perform customer service activities. (E)
- Receives visitors and prospective customers as appropriate. (E, M)
- Assist in catering services, including minor food and beverage preparation and presentation, as well as clean up. (E, M)
- Provides basic information to clients about usage of the Conference Center/ Plaza, and other city facilities. (E)
- Dusts and cleans furniture and fixtures, washes windows, walls, doors, and other surfaces.
- Cleans and maintains restroom and supplies. (E)
- Sweeps sidewalks and removes debris from peripheral grounds and parking lots.
- Maintains floor areas, which includes sweeping, vacuuming, shampooing & mopping. (E)
- Operates light duty equipment and performs minor repairs and adjustments.
- Performs special custodial and maintenance work upon request. (E)
- Assists in the continuous security supervision of the Conference Center.
- Basic computer knowledge. (E)
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Safe working practices.
- Effective use of chemicals, cleaning solutions, and equipment used in custodial work.
- Customer relations and service skills.
- Effective time management methods.

Ability to:

- Perform all physical aspects of assigned duties, including stooping, lifting, reaching, climbing ladders, and moving furniture and equipment.
- Lift up to 50 pounds.
- Handle numerous activities at once, effectively and pleasantly.
- Work under pressure to meet established deadlines.
- Communicate well with a varied clientele and the general public.
- Work independently in the absence of supervision.
- Work flexible hours including evenings, weekends and holidays.

Experience and Education:

Any combination of experience and education which provides the ability to perform required duties and responsibilities; Custodial/ maintenance experience preferred.

Necessary Special Requirement:

Possession of a valid California Class-C Driver's License.

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