



## **JOB DESCRIPTION**

### **EVENT & FACILITY ATTENDANT**

**(part-time, 32 hours/week)**

#### **DEFINITION**

To work with limited supervision in the daily operation and maintenance of facilities; assist persons utilizing the Conference Center, parks and other City facilities; perform janitorial duties, prepare conference rooms; and related work as assigned.

**EXAMPLES 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 under this job title) **(E=Essential Duty; M=Major Portion of Time)**

- Receive visitors and prospective customers as appropriate. (E, M)
- Provide information about usage of the facilities such as Conference Center, Alex Rorabaugh Center, Alex Thomas Plaza, parks and other facilities. (E)
- Welcome prospective customers and assist them in viewing the rooms and other facility assets.
- Assist persons utilizing facilities in a variety of ways, such as directing people to the correct conference room, enforcing facility rules, use of equipment, and general customer questions.
- Answer the phone and route calls or take messages as appropriate. (E, M)
- Perform a variety of clerical and word processing tasks. (E)
- Use telephone, email and other communication equipment in a professional manner. (E)
- Work with a variety of computer systems related to facility calendars, rental agreements, catering services, room set-up requests, and other work areas. (E,M)
- Set-up and clean-up conference rooms including moving tables and chairs; cleaning after events including kitchen cleaning and loading/unloading of dishwasher. (E, M)
- Supervise events and facility use.
- Assist in catering services, including minor food and beverage preparation and presentation, as well as clean up.
- Dusts and clean furniture, fixtures, wash windows, walls, doors, and other surfaces. (E-M)
- Clean and maintain restrooms and supplies, empty trash receptacles. (E-M)
- Maintain floor areas, which includes sweeping, vacuuming, shampooing & mopping. (E)
- Assist in the maintenance of grounds, City facilities, and related areas. (E-M)
- Sweep sidewalks and remove debris from peripheral grounds and parking lots. (E)
- Perform preventative maintenance and participate in painting and/or performing minor repairs to buildings, furnishings and related equipment. (E)
- Operate light duty equipment and perform minor repair or maintenance to equipment and tools. (E)
- Keep tools and equipment in clean and safe working condition. (E)
- Work flexible hours, including weekends and holidays. (E)
- Respond to emergency calls after normal duty hours. (E)
- Perform other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

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

### **Ability to:**

- Communicate well with a varied clientele and the general public. Establish and maintain cooperative relationships with those contacted in the course of work.
- Handle numerous tasks at once, effectively and pleasantly.
- Perform clerical work involving the use of independent judgment and requiring speed and accuracy.
- Operate and use a computer and appropriate software programs.
- Use good written and verbal skills, using good grammar and diction.
- Work under pressure to meet established deadlines.
- Interpret and explain facility usage information in a clear and concise fashion.
- Work flexible hours including evenings, weekends and holidays.
- Work in a confined area for long periods of time.
- Perform all physical aspects of assigned duties, including stooping, lifting, reaching, climbing ladders, and moving furniture and equipment.
- Lift up to 50 pounds.

## **EXPERIENCE AND EDUCATION**

One year clerical and typing experience required. Computer and telephone experience preferred. Custodial/ maintenance experience preferred. Equivalent combination of education and experience will be considered.

## **NECESSARY SPECIAL REQUIREMENT**

- Possession of a valid Class C California Driver's License.
- Ability to work weekends.
- C.P.R. and Standard First Aid certification, preferred.