



CITY OF ORINDA

Facility Attendant (Temporary)

DEFINITION

Under direction of Facilities and Parks Supervisor, performs custodial duties related to the care and cleaning of assigned facilities; performs a wide variety of duties for events, classes and programs, including, but not limited to set-up and tear-down of tables, chairs, equipment, and supplies; performs minor maintenance and repairs and performs related work as required. This is a Temporary position and hours will vary depending on programs, rentals and events.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Provide friendly and professional customer service by greeting Community Center visitors, serving as a main point of contact during activities and events primarily in evenings, weekends and special events.

Performs custodial duties at assigned facilities which include, but are not limited to cleaning, sweeping, vacuuming, mopping, waxing, stripping and polishing floors; cleaning furniture, woodwork, fixtures, equipment, supplies, doors, windows, walls, walkways, driveways, and facility grounds; disposing of trash.

Set up all necessary equipment and furniture such as tables, chairs, podiums, and A/V equipment for indoor and/or outdoor events.

Inspects facilities and equipment, reports issues in a timely manner to appropriate higher-level staff; performs minor facility maintenance.

Explain and follow City and department policies and procedures.

Provide information and feedback to Facility and Parks Supervisor.

Opens, closes, secures and alarms facilities in compliance with standard procedures.

Supervise and interact with rental guests, responding by assisting with any facility needs.

Assists in monitoring and maintaining equipment and supplies.

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.

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge, Skills and Abilities to:

Act with resourcefulness, courtesy and initiative with a minimum of direct supervision.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Pay attention to detail and use good judgement.

Learn, retain and use safety rules and regulations.

Communicate clearly, both orally and in writing, with good English grammar skills.

Principles of record keeping and reporting.

Operate a motor vehicle safely and in full compliance with Vehicle Code and other legal requirements.

Principles and practices used in dealing with the public in an effective and courteous manner.

Prepare, maintain, update, and proofread records, logs, and reports.

Set up and use necessary equipment and cleaning supplies.

Deal tactfully and effectively with the members of the community.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Education/Training:

Equivalent to a high school diploma.

Experience:

Experience in custodial and facility operations is desirable.

License or Certificate:

Possession of a valid California Driver's license with a demonstrated history of safe driving.

Special Requirements:

Essential duties require the following physical skills and work environment:

Must be willing to work a scheduled variety of hours, which may include evenings, and/or weekends, as needed; ability to pass a comprehensive background check.

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; ability to travel to different sites and locations.

Employee Group: Part-time / Temporary / Seasonal
FLSA Status: Non-Exempt
Revised: October 2018