

RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

BUILDING ATTENDANT

Job Description

Non Exempt Position

\$17.05 - \$18.83

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under direct supervision of the Parks Supervisor, the Building Attendant will oversee proper use and rental activity of all District rental facilities including the performance of basic and minor custodial duties; ensuring compliance of established rules and procedures for the use of the facilities.

SUPERVISION RECEIVED/EXERCISED:

General supervision is provided by the Parks Supervisor and/or Recreation Supervisor.

ESSENTIAL FUNCTIONS: *The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Oversee rental activities; notify appropriate personnel regarding the safety and security problems during rental activities.
- Assist in the inventory of program supplies and equipment.
- Provide information regarding rental policies and fees.
- Performs basic and minor custodial duties during rental activities, documenting and reporting necessary repairs; also lock and unlock doors as needed.
- Move and arrange furniture and equipment, and set-up rooms at various facilities for different activities or programs; return room to original condition following the event.
- Assist in ensuring proper compliance of established facility rules and regulations by program participants.
- Drive District vehicle to transport tables, chairs, and equipment needed for rental activities.
- Perform related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

- Basic arithmetic and safe working practices.
- Basics of the English language for reporting and writing of out of the ordinary events. Basics of the Spanish language is a plus but not required.
- CPR Certified

Ability to:

- Understand and follow oral and written instructions.
- Evaluate emergency situations and act decisively and effectively to resolve situations.
- Perform all physical aspects of assigned duties including lifting, reaching, carrying, and moving furniture.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Work independently in the absence of supervision.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

- Prior experience in dealing with the public effectively.

Education:

- Equivalent to completion of the twelfth grade.

REQUIRED LICENSE:

Possession of an appropriate and valid California Driver's License and maintenance of a satisfactory driving record.