

CITY OF LATHROP
FACILITY ATTENDANT

*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:

Perform a variety of custodial duties, monitor events and classes, and provide assistance to customers and other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The **Facility Attendant** is the journey level support class responsible for general custodial and facility related concerns. This classification is distinguished from the next higher level of Senior Recreation Leader in that the latter has overall responsibility for one or more centers and provides direct supervision.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from a Recreation Supervisor Incumbents in this class may be required to exercise supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Provides assistance to customers inquiring about or using the City's facility; monitors facility rentals and classes; answers phones and directs the public;
- Perform various custodial duties such as sweeping, scrubbing, washing windows, cleaning restrooms, removing waste materials and garbage, and vacuuming carpets;
- Assist renters, visitors, instructors and tenants with equipment setup/function and general service requests;
- Provides direction and assistance in resolving rental issues, facility / classroom problems and emergency situations;
- Opens and closes City facilities; provides customer service in person and over the phone; answers questions from the public regarding facility rentals and general inquiries; directs callers to the appropriate department as needed, and may take payments;
- Sets up, arrange and take down tables, chairs and other furniture according to specified arrangements and diagrams;
- Monitors the facility during the duration of scheduled rental periods or scheduled classes; ensures compliance with all facility rules and regulations, anticipates and resolves issues quickly;

- Ensures all facility cleaning checklist are completed during assigned shifts and notes items or concern to supervisor;
- Completes inventory of necessary supplies and submits regular reports to supervisor;
- Completes participant counts and updates into attendance logs; and
- Provides critical assistance for department Special Events.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push items weighing up to 25 pounds also is required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Possession of a high school diploma or the equivalent

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license.

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

Knowledge of:

General customer service skills and standard computer operation.

Ability to:

Assist with facility rentals and monitoring; set up and clean up before and after classes and rentals; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

HOURS:

Facility Attendants will work both traditional and non-traditional hours including weekends and nights. The work load and availability of hours for these positions varies throughout the year.