



**DUBLIN**  
CALIFORNIA

**INVITES APPLICATIONS FOR THE POSITION OF**

## **SENIOR FACILITY ATTENDANT**

**APPLY ONLINE AT [WWW.CALOPPS.ORG](http://WWW.CALOPPS.ORG)**

### **FILING DEADLINE**

Saturday, February 27, 2016 @ 5:00 PM

### **SALARY**

\$14.40 - \$20.15 per hour

### **THE POSITION**

Under general supervision, oversees the proper use of a community recreational facility; performs a variety of tasks; and assists the public and staff in their use of the facility.

The Senior Building Attendant opens and closes for weekday and weekend public hours, tours, special events and rentals; welcomes visitors; provides tours, tour materials and answers patron questions; assists visitors with exhibits, activities and interactive displays; provides customer service that will lead to a positive visitor experience; oversees the safety and security of visitors, the facility, exhibits and grounds; opens, sets up and cleans up after special events or use by private parties and community groups.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following duties are normal for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Open and close facilities as scheduled for use.
- Set-up furniture or equipment for activities scheduled and verify that it is in proper condition and is replaced after use.
- When work assignments are in public area of assigned facility, greet visitors, collect fees, have visitors sign guest book.
- Provide facility and exhibit orientations and/or tours including appropriate tour materials.
- Function as supervising attendant for evening rentals and weekday evening shifts; as necessary.
- Monitor activities of facility users for adherence to building rules and appropriate and safe conduct.
- Clean-up after facility users and set up for subsequent activities.
- Sweep and mop floors as required.
- Keep restrooms and kitchen clean and well stocked with paper towels, tissues, etc.
- Empty garbage throughout the facility as necessary.
- Make written reports of damage to equipment or facility.
- Train ancillary attendant and maintenance staff on facility and rental procedures.
- Appropriately secure the facility upon leaving.
- Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.
- Perform related duties as assigned.

### **QUALIFICATIONS**

## Training and Experience

1. **Education:** Equivalent to the completion of twelfth grade is desirable; must be 18 years or older.
2. **Experience:** Some experience supervising the use of facilities, setting up facilities for meetings and events, and in cleaning or custodial work. Experience in museum and/or public facility operations desirable.

## Knowledge and Abilities:

### **Knowledge of**

- Principles and practices of facility maintenance and operational practices.
- Principles and practices of standard safety precautions.
- Operational characteristics of the assigned program.
- English usage and vocabulary.
- Customer service techniques.

### **Ability to**

- Learn tour and exhibit content.
- Provide tours to diverse audiences.
- Problem solve conflicts and disputes; as applicable.
- Perform heavy physical work including the lifting and moving of tables and chairs.
- Follow written and oral instructions.
- Express ideas and communicate effectively both verbally and in writing.
- Instruct and enforce safety rules.
- Analyze and interpret facility policies and procedures.
- Deal effectively and courteously with the public.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

## Licenses, Certifications, Special Requirements

1. Required: School work permit, if applicable.
2. Possession of a valid California Class C Drivers' License & Certificate of Automobile Insurance for Personal Liability.
3. Desirable: Certification in Standard First Aid and CPR.
4. This classification is designated as a Mandatory Reporter; Completion of Mandatory Reporter training is required within one month of employment.
5. Any offer of employment to an adult who will have direct contact with minors is conditional upon submission of a completed fingerprint screening and a satisfactory background check.

## **PHYSICAL STANDARDS**

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee is regularly required to sit for long periods of time; talk or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to bend, twist, lift, walk; stand; and set-up and move equipment weighing up to 50 pounds. While performing duties, the employee is regularly required to use written and oral communication skills; read and interpret information and room layout specifications; and interact with City employees and the public.

## **BENEFITS**

Other than statutory law, AB1522 (CA Paid Sick Leave law), there are no benefits for part-time, temporary/seasonal position.

## **THE SELECTION PROCESS**

The best-qualified candidates, as determined by an initial screening of applications, will be invited to participate in an interview process which will consist of written and/or oral components. The City reserves the right to test an applicant in any other manner to determine suitability and to alter any aspect of the selection process. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process. No faxed or e-mailed applications will be accepted.

Pursuant to the City's Personnel Rules Section 24.2, the City retains the right to take appropriate steps to avoid inappropriate working relationships among relatives.

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## **SUPPLEMENTAL QUESTIONNAIRE**

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In order to continue in the City's recruitment process, you are required to respond/complete the following Supplemental Questions online:

### **Question 1**

WEEKENDS:

- 8:00 AM - 4:00 PM  
 4:00 PM - 12:00 Midnight

### **Question 2**

WEEKDAYS:

- 7:45 AM - 9:45 AM  
 10:30 AM - 1:15 PM  
 5:00 PM - 10:00 PM

### **Question 3**

How will this job fit into your current work situation?

### **Question 4**

If you could create your own work schedule (days of week/time preference) what would it be?

### **Question 5**

What experiences have you had that qualifies you for the position of Senior Facility Attendant?