



## **CITY OF GUADALUPE**

### **BUILDING ATTENDANT**

Revised October 2022

#### **DEFINITION:**

Under the direction of the Recreation Services Manager, the Building Attendant assists the Recreation Department in overseeing recreation and rental facilities during regular hours of operation and outside regular business hours during rentals and special events.

#### **ESSENTIAL FUNCTIONS:**

- General cleaning and light custodial functions in the upkeep of assigned areas in City building.
- Cleans restrooms, refills soap and paper dispenser; empties and cleans waste containers regularly.
- Locks and unlocks doors to ensure security of buildings and related areas; activates/deactivates alarms.
- Inspects and monitors safe use of City facilities, equipment and supplies.
- Checks for and reports fire and safety hazards and graffiti.
- Sets up tables, chairs and other equipment for City-sponsored meetings and special events.
- Conducts walk-throughs every hour to ensure function is proceeding according to plan/program.
- Informs Facility Rental Coordinator of any recommendations for improvements to the facility, rooms, equipment, and supplies.

#### **KNOWLEDGE/SKILLS:**

- Excellent verbal and interpersonal skills
- Ability to work independently and with others, as required
- Familiarity with City policies and procedures relating to smoking and onsite alcohol use
- Bilingual, Spanish, verbal skills required
- Use of computer and other office equipment effectively.

#### **EDUCATION & EXPERIENCE:**

- High School Diploma, GED or equivalent
- Exposure to a customer service environment
- Possession of a valid California Driver's License, Class C, with a satisfactory (clean) driving record is required.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be must by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently stands and/or walk for short periods of time and walk short distances. Occasionally sits for extended periods of time
- Occasionally reaches above, at, and below shoulder level
- Frequently lifts, carries, pulls and/or moves materials and objects up to 25 lbs. Occasionally same up to 50 lbs.
- Frequently bends, stoops, kneels, grips, grasps, extends neck upward, downward, or side-to-side
- Visual acuity which would be corrected sufficiently to perform the essential functions of the position; average depth perception needed.
- Ability to effectively communicate verbally to exchange information and to effectively hear and comprehend oral instructions
- Occasionally uses a computer and telecommunications equipment

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Primarily works indoors with no exposure to inclement weather, conditions or hazards.

The noise level in the work environment for special events/rentals can range from moderate to loud. The noise level in the office is usually quiet.

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**GENERAL INFORMATION**

**HOURLY SALARY: \$15.417 per hour**

**SCHEDULED HOURS: As needed per event but less than 18 hours per week**

**Note: this position is not eligible for City-provided benefits but is eligible for Sick Leave**

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**APPLICATION PROCESS**

Go to our website, download an application and send to: City of Guadalupe, Attn: HR, P.O. Box 908, 918 Obispo Street, Guadalupe, CA 93434 OR email to: [avillegas@ci.guadalupe.ca.us](mailto:avillegas@ci.guadalupe.ca.us)

**DEADLINE: Open until filled**

***Equal Opportunity Employer***