



BUILDING 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:

This is a casual part-time position under general supervision that works in the Community Center to support its operations.

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

Opens the building; answers the telephone; takes registration over the phone or in person; answers questions and takes messages; helps with audiovisual setup and takedown; during rentals, ensure customers adhere to the building rental policies and provide a final walk-through report for the facility supervisor; sets up and tears down tables, chairs, and equipment, etc. throughout the facility; performs general maintenance and janitorial duties; sells items in lobby gallery, tickets and other items; secures and closes building.

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

Knowledge of: Operation of a community center; department rules and policies; availability of current classes; basic mathematical functions; janitorial work (including but not limited to: glass and wall cleaning, dusting, trash pickup, restroom clean up, emptying of trash cans, cleaning of kitchen, etc.).

Ability to: Work independently, learn quickly, perform heavy manual labor; work extremely well with others, including customers, staff, contractors, and volunteers; explain policies and procedures clearly and concisely; read and understand English;

Skills: Ability to use office equipment including copy machine, calculator and personal computer, and keyboarding skills.

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

Education and/or Experience:

Sufficient experience and education to perform the above duties, which is typically obtained through sufficient maturity to perform these duties in a trustworthy manner.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

Perform heavy manual labor, including bending and stooping; ability to explain recreation programs and policies with tact; calmly deal with difficult people and with people of different cultures. Minor analysis of situations and adopting effective courses of action.