



THE CITY OF REDWOOD CITY  
INVITES APPLICATIONS FOR:

## BUILDING ATTENDANT

#2614

(CASUAL/HOURLY)

Up to 20 hours per week

**SALARY:**

\$13.50 - \$16.50 hourly

Open Continuous

(Opened 3/6/19)

### Application Process

Apply online at

[www.CalOpps.org](http://www.CalOpps.org)

Member Agency: Redwood City

Candidates with a disability, which may require special assistance in any phase of the application or selection process, should advise the Human Resources Division upon submittal of application.

### Selection Process

All applications will be reviewed for neatness, accuracy, completion, relevant education, experience, training and other job related qualifications. The most qualified applicants will be asked to participate in the testing process, which will consist of an interview with Parks, Recreation and Community Services Department staff.



### ABOUT THE CITY

The City of Redwood City is a San Francisco Bay Area community located in the heart of Silicon Valley, the technology-rich region extending from the San Francisco shoreline to the foothills of the Santa Cruz Mountains. Redwood City is the third largest city within the County of San Mateo, with over 84,000 residents. The city enjoys an average of 255 sunny days a year, which it boasts via the city slogan: "Climate Best by Government Test". We are a community that

believes in working together to maintain and improve our quality of life. In fact, the City Council of Redwood City formally adopted a "Core Purpose" - *Build a Great Community Together*. This represents our commitment to community building, which is a crucial part of how we do business every day. Become a part of the team and join us in building a great community!

### ABOUT THE POSITION

The City of Redwood City Parks, Recreation and Community Services Department invites you to apply for the casual position of Building Attendant to assist with classroom and multi-purpose room set up and break downs, to perform minor cleaning and light facility up-keep, to perform front desk reception functions. This position requires weekday and weekend work hours, and may include daytime or evening hours. This position involves front desk public check-in and customer interaction with youth, teens and adults of all ages, light custodial work and set up for programs. This position may also open and/or close the facility as needed. Must communicate effectively with all facility users. A person in this classification will work flexibly, up to 20 hours per week. Hours and locations will vary.

Typical duties include, but are not limited to: set up rooms, move tables and chairs, and set-up multi-purpose rooms for use by Center patrons; takedown the setups after events; oversee community center rentals and events; oversee the use of the Center insuring that patrons conform to the established policies and procedures; perform minor clean-up as needed including cleaning bathrooms, floors, windows, emptying garbage, and simple repair jobs; lock and unlock doors and secure building; may requisition supplies and equipment; provide front desk customer services; and perform related duties as assigned.

### THE IDEAL CANDIDATE

Will embrace the City's emphasis on excellent customer service; will be an enthusiastic self-starter who anticipates the needs of staff and patrons; will be detail-oriented and able to manage multiple tasks and programs; will be a team player who likes working with a variety of City staff and the public and will have a sense of humor.

### MINIMUM QUALIFICATIONS

*Any combination of experience and training that would likely provide the required knowledge and abilities are qualifying.*

*A typical way to obtain the knowledge and abilities would be:*



### **BENEFITS**

The successful candidate will enjoy the following benefits:

- This is a non-benefited casual position.
- Casual employees may not work more than 1000 hours per year.
- Casual employees will receive sick leave in accordance with State Law.

### **CITY VALUES**

#### **Our Core Purpose:**

Build a Great Community Together

#### **The values that guide us are:**

- **EXCELLENCE:** Passion to do our best in each moment.
- **INTEGRITY:** Do the right thing, not the easy thing.
- **SERVICE:** We care and it makes a difference.
- **CREATIVITY:** Freedom to imagine and courage to act.

### **Education & Experience**

Education equivalent to the completion of the twelfth grade. Must be at least 18 years of age.

### **Licenses & Certificates**

- Incumbent may be required to travel between various facilities during their scheduled work shift.
- Must possess a valid California driver license and satisfactory driving record.

### **Knowledge of:**

- Phone and verbal customer service procedures
- Microsoft desktop applications including Word, Excel, and Outlook
- Usage of computers
- Basic custodial and building maintenance procedures
- Safe work practices

### **Ability to:**

- Work independently without direct supervision
- Deal effectively with various groups of people
- Prioritize tasks and complete them on own initiative
- Learn and implement computer programs including facility calendar, user check-in, and facility security system
- Understand and carry out both oral and written directions
- Establish and maintain effective work relationship with those contacted in the performance of required duties
- Communicate verbally in both English and Spanish (Bilingual) is preferred, but not required.

Incumbent must be physically capable of performing the essential job functions of this classification.

**A City application is required.** Prior to appointment, candidates will be required to pass a background check (at no cost to the candidate) including the following:

1. Criminal History Check
2. DMV Check
3. Fingerprinting

Prior to appointment, candidates will also be required to pass a pre-employment physical and a TB Test at no cost to the candidate.

**The City of Redwood City is proud to be an Equal Opportunity Employer!**

*The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire. Any provisions contained in this bulletin may be modified or revoked without notice.*