

# Rim of the World Recreation and Park District

26577 State Highway 18 ■ P.O. Box 8  
Rimforest, CA 92378  
909-337-7275

**Position Title:** Building Attendant (part-time, seasonal, non-exempt, at-will employee), per job description below

**Location:** Rim of the World Recreation and Park District's various facilities

**Reports to:** Park Maintenance Manager

**Days and Times:** As needed during open hours for District events; will include evenings, weekends, and holidays for events and meetings

## **Duties, Activities, and Responsibilities:**

Duties include but are not limited to the following:

- Opens the facility; ensures that the rooms are clean and ready for use.
- Performs custodial/janitorial duties when required. Ensures all rooms (including restrooms) are cleaned, maintained, left in good order, and secure.
- Secures/locks-up the facility at the end of each rental/use.
- Answers questions and gives direction and information to the public regarding facility schedule, park ordinances, rules, and regulations.
- Ensures that order is maintained in the facility and reports injuries, vandalism, area misuse, and other undesirable activities to the proper authority.
- Monitors programs (youth and adult), contract instructors, rental uses, and occupied spaces.
- Maintains necessary records and reports.
- Demonstrates good customer service skills and a helpful attitude.
- Demonstrates loyalty to the objectives of the District; builds staff morale and spirit of cooperation; treats District staff and Board Members in a professional, courteous, and effective manner; presents a good public image.
- Engages in the following physical activities and demonstrates related abilities:
  - Has the ability to communicate orally with the Board of Directors, District management, staff, and the public in face-to-face, one-on-one, and group settings.
  - Regularly uses a telephone for communication.
  - Uses office equipment such as a personal computer, copier, and facsimile machines.
  - Sits and/or stands for extended time periods.
  - Has hearing and vision within normal ranges.
  - Carries, pushes, pulls, reaches, and lifts up to 50 lbs. routinely.
  - Reads at, above, and below shoulder height.
  - Occasionally stoops, kneels, or crouches.

- Has sufficient manual dexterity required to operate equipment.
- Conducts District business that requires travel by automobile.
- Performs other duties as assigned.

**Essential Job Functions:**

Ability to:

- Communicate effectively.
- Think critically, independently, and problem-solve.
- Perform strenuous manual labor at varying locations and conditions.
- Understand verbal and written instructions.

**Job Qualifications:**

- High School Diploma or GED.
- Six-months experience in facility management or related field.
- Possession of a valid class “C” California Driver’s License.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

**Environment:** Indoor and outdoor environment with exposure to noises, vibrations, and odors and dust. Sometimes work must be done in inclement weather conditions.

**Physical:** Incumbents are required to have sufficient mobility for walking, standing, or sitting for prolonged periods of time and be able to transport materials and supplies weighing up to 100 pounds.