

# HESPERIA RECREATION AND PARK DISTRICT

## PART TIME BUILDING ATTENDANT

### Position Description

#### **Definition**

Under supervision, the part time Building Attendant performs a wide variety of general janitorial duties, maintenance tasks, and interacts with the public in an approved manner.

#### **Essential Functions**

1. Wash windows, dust, vacuum all carpeted areas throughout the community centers and the recreation office buildings.
2. Clean restrooms; mopping the floors, washing the walls, cleaning the sinks, mirrors, and counter tops.
3. Set up and take down equipment such as tables and chairs. This can include any equipment that is used at/for an event.
4. Keep the facility rooms and immediate outside area of the buildings in a clean and safe condition.
5. Interact with the users and other members of the public in a courteous manner, enforce the building rules and regulations, and monitor facilities.
6. Ensure that all facilities are locked and alarmed prior to leaving the building each shift, and that other park rules are adhered to.
7. Inform supervisor of issues, updates, and other pertinent information in a timely manner.

#### **Marginal Functions**

1. Will perform additional tasks as required and needed.

While performing any of the above duties, must be aware that he/she is acting as a representative of the District and must be public relations conscious.

#### **This is a part time position up to 19 hours a week.**

- Hours vary with programs, activities, and events scheduled or unscheduled.
- A variety of days and times will be required.
- Possible days, nights, holidays, and weekend work will be required at different locations throughout the community.

#### **Minimum Qualifications**

Experience/Education: High School graduate or equivalent.

Knowledge of: Methods and practices used in building maintenance, including names of supplies and equipment used. Safe work practices.

**Hesperia Recreation and Park District  
Part Time Building Attendant  
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Ability to: Read and follow written and verbal instruction; be able to interact with the public in a polite and courteous manner, and still enforce the Rules and Regulations pertaining to the building's user groups. Must be able to work with other employees and maintain a good relationship. Perform heavy manual labor; be able to lift tables and chairs, and operate a floor buffing machine.

**Working Conditions**

Environmental Conditions: Primarily indoor environment with some outdoor environment, cleaning buildings: exposure to potentially hazardous chemicals.

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for heavy lifting, bending, stooping, kneeling and crawling; working at heights; standing or walking for prolonged periods of time; use of hands to handle or feel objects, tools, operating floor cleaning equipment; set up and take down tables and chairs.

**Examination**

All applicants will be screened and only those candidates who best match the needs of the District will be invited to compete further in the examination process.

Must possess a valid California Driver License, and produce a DMV printout of driving record upon request. Take and pass a medical exam if requested. Undergo and clear fingerprinting and a background check as a prerequisite of employment.

**Final Filing Date**

Position open until filled. All applicants are required to complete a District Application form that can be found at the District office or hesperiaparks.com and submit it in one of the following ways: email it to [jobs@hesperiaparks.com](mailto:jobs@hesperiaparks.com); in person at Hesperia Recreation and Park District, 16292 Lime Street, Hesperia, CA; or mail to P.O. Box 401055, Hesperia, CA 92340.

Prior to employment, the successful candidate shall be required to present documentation establishing identity and employment eligibility in accordance with the U.S. Citizenship and Immigration Services.

**Hourly Rate:** \$14.00

**Revised:** 3/23/2021

**Hesperia Recreation and Park District is an Equal Opportunity Employer.**