



## Job Description

**Title:** Facility Attendant  
**Dept:** Recreation Department

**Job Code:** N/A  
**Starting Wage:** \$11.00/hour

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### **JOB SUMMARY:**

The Facility Attendant will serve as an attendant supervisor for various District activities including but not limited to: youth and adult sports programs/leagues/tournaments, specials events, aquatic programs and all other District owned or operated facilities. The Attendant will be responsible for preparation, running operations (including setup and cleanup) and directing a facility for any of the programs or events listed above. They will serve as a liaison to the public as a District representative.

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**ESSENTIAL JOB FUNCTIONS:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Supervisor and/or direct onsite staff
- Defuse and resolve any onsite situations that arise (to the best of their ability)
- Enforces regulations and rules pertaining to District facilities
- Stays current on all policies and procedures pertaining to the District
- Maintain general safety, cleanliness and security of all sites
- Complete and turn in any accident/incident reports
- Maintain a positive and safe environment of facilities by completing necessary tasks
- Prepare facilities for events, games, leagues and/or tournaments. Including but not limited to: field preparation, trash disposal, setting up and breaking down tables/chairs, and other various duties that pertain to events
- Complete all duties as assigned by Supervisor
- Acts as a liaison to the public; answers questions and handles customer concerns and complaints
- Provides a high level of customer service
- May be required to handle cash and submit a daily deposit to Supervisor
- Balance cash drawer by counting cash at beginning and end of work shift (when required)

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### **REQUIRED KNOWLEDGE AND SKILLS:**

- Excellent customer service skills
- Ability to have excellent communicate with Supervisor
- Knowledge of working with the public
- Skill in conflict resolution and ability to address and deal with any issues that arise in a professional matter

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*This job description is intended to describe the general nature of the work, it is not all inclusive. All responsibilities are considered to be essential functions of the job. The District reserves the right to modify job descriptions as it deems necessary for proper business objectives.*

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- Ability to take direction from Supervisor and implement it
- Ability to work alone and be self-motivated
- Extensive knowledge of rules and regulations (including league rules)
- Able to learn new tasks quickly
- Able to be organized and work in a timely manner

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**EDUCATION, CERTIFICATIONS AND LICENSES:**

- At least 16 years of age
- A valid State of California class 'C' driver's license and a satisfactory driving record

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**ENVIRONMENTAL FACTORS AND CONDITIONS/PHYSICAL REQUIREMENTS:**

- Work is performed in outdoor and indoor environments
- May be required to lift and carry items more than 50 pounds
- Able to crouch for periods during officiating (when necessary)
- Able to work in extreme outdoor conditions such as wind, rain and hot and cold weather extremes

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**ADDITIONAL INFORMATION:**

**Reports To:** Appropriate Supervisor

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