



City of South San Francisco  
Parks, Recreation and Maintenance Services

## **Building Attendant**

**Salary:** \$17.57 - \$21.36

**Hours:** Monday through Friday (approximately) 5:00 pm- 9:00 pm  
Saturday & Sunday 10:00 am – 2:00 am

### **Definition**

Under direction of Recreation Supervisor, the Building Attendant is responsible for the efficient operation of events and rentals conducted in one of several community centers.

### **Distinguishing Characteristics**

This class is distinguished from other positions in that the attendant handles building security and emergency procedures, resolves conflicts of building use. Hours worked not to exceed 999 hours per fiscal year.

### **Important and Essential Duties**

1. Locking and unlocking the building.
2. Lifting and moving of equipment, tables and chairs.
3. Assisting potential clients with inquiries and general information regarding rental facilities.
4. Assisting staff with room setups.
5. Custodial duties entail sweeping, wet mopping, cleaning of tables and chairs, kitchen, walls, bathrooms, bars, bar area, and repairs as needed.
6. Operating audio-visual equipment.

### **Job Related and Essential Qualifications**

#### *Knowledge of:*

- Recreation field
- Problem solving skills
- Customer service skills

#### *Ability to:*

- Communicate effectively both in written and verbal form.
- Work independently and with co-workers.
- Take on a leadership role as necessary.
- Take a proactive approach to customer service issues.
- Work in a safe manner, following City safety practices, procedures and policies.
- Respond calmly and professionally in an emergency situation.
- Communicate with individuals of all ages.

### **Experience and Training**

Any combination of experience and training that would provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

*Experience:* Experience working with the public in a customer service related field.

*Training:* Equivalent to graduation from high school. Units from a community college or university credits majoring in recreation or a related field are preferred.

### **Licenses and Certificates**

Possession of, or ability to obtain, an appropriate, valid Class C California Driver's License, which must be maintained as a condition of employment. Current First Aid and CPR certification is desirable.

### **Special Requirements**

Essential duties require the following physical skills and work environment: must possess the physical strength required for lifting audio/visual equipment, tables, chairs and carrying supplies. Lift and carry objects up to 50 pounds; ability to travel to different sites.