

**EXTRA PART TIME BUILDING ATTENDANT
RECREATION DEPARTMENT
NB-06**

GENERAL STATEMENT OF DUTIES:

Supervise the Recreation Center during evening and weekend hours and perform various cleaning and room set up duties. Works less than 20 hours per week.

DISTINGUISHING FEATURES OF THE CLASS:

Employees in this class open and close the Recreation Center, enforce building policies, set up rooms for use and clean facility before and after public use.

EXAMPLES OF WORK: (Illustrative only)

- Open and close the building
- Set up meeting rooms for public use
- Check building use by public to ensure rules and regulations are being followed
- Collect and dispose of trash in and around building
- Clean rooms, gyms and bathrooms as needed
- Assist public as needed

Work requires that employees respond in a friendly and courteous manner to the public while enforcing rules and regulations, and be able to sweep, mop, and to set up and tear down tables and chairs. Employee must be dependable and trust worthy.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to communicate clearly and courteously with the public, follow and understand simple written and oral instructions, ability and knowledge of general maintenance procedures, and be in good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING:

Security and/or maintenance experience.