



## **CITY OF GUADALUPE**

### **BUILDING ATTENDANT**

04/24/2024

Revised

#### **DEFINITION:**

Under the direction of the Recreation Services Manager, this position helps in overseeing recreation and rental facilities during regular hours of operation and outside regular business hours during rentals and special events. Duties and position assignments may vary depending on the business need of the department and organization.

#### **ESSENTIAL FUNCTIONS:**

- General cleaning and light custodial functions in the upkeep of assigned areas in City facility during a rental or special event.
- Cleans restrooms, refills soap and paper dispenser; empties and cleans waste containers, as needed.
- Locks and unlocks doors to ensure security of buildings and related areas; activates/deactivates alarms.
- Inspects and monitors safe use of City facilities, equipment and supplies, checks for and reports fire and safety hazards and graffiti.
- For City-sponsored events, sets up tables, chairs and other equipment for meetings and special events.
- The attendant will be expected to be on site for the duration of the scheduled rental including one hour before and one hour after. During rentals and special events, conducts walk-throughs every hour to ensure order is maintained.
- Informs the Facility Rental Coordinator of any recommendations for improvements to the City facility, rooms, equipment, and supplies.

#### **KNOWLEDGE & SKILLS:**

Scope of assigned area will depend on departmental structure and is at the discretion of the Recreation Services Manager.

- Good understanding of special event functions
- Exposure to a customer service environment
- Excellent verbal and customer service skills
- Bi-lingual, Spanish, verbal fluency, required.
- Familiarity with City policies regarding smoking and use of alcohol onsite

**EDUCATION & EXPERIENCE:**

- High School Diploma, GED or equivalent
  - Possession of a valid CA Driver's License, Class C, with a satisfactory (clean) driving record, required.
  - Experience dealing with the public in a sporting or special events environment.
  - Alcohol Beverage Control Training Certification (required)
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**SALARY RANGE & BENEFITS:**

- BUILDING ATTENDANT  
HOURLY SALARY RANGE: \$18.96--\$20.903 Per Hour; Scheduled Part-time/on call

BENEFITS: Sick Leave Accrual Only. Not Eligible for City-provided benefits

**APPLICATION PROCESS:** Go to our website at [www.cityofguadalupe.org](http://www.cityofguadalupe.org) to download an application and send to City of Guadalupe, Attn: HR, 918 Obispo Street P.O. Box 908, Guadalupe, CA 93434 or email to [sestrada@ci.guadalupe.ca.us](mailto:sestrada@ci.guadalupe.ca.us)

**DEADLINE:** Open Until Filled

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*The City of Guadalupe provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*