

**Job Detail**

Position:	Building Attendant
Location:	Various community centers and parks throughout Visalia
Environment:	Buildings /Outdoors
Wage:	\$15 - 17.00/hour DOQ
Full/ Part Time:	Part Time
Apply By:	Open until filled

**Contact Information**

Address:	Visalia Recreation Dept. 345 N. Jacob St. Visalia, CA 93291
Contact Person:	Ramsey Ochoa
Phone:	(559) 713-4365
Email:	recreation@visalia.city
Business:	(559) 713-4365
Website:	liveandplayvisalia.com

**Job Description & Specific Duties**

- Under general supervision, cleans various recreation facilities, serves as custodial/facility staff during programs and rentals. Performs related responsibilities as required. Be present to open & close facilities.
- Sets up chairs and tables for classes and events. Provide customer service with facility users. Assure that facility is secure and being treated properly by tenants.
- Clean the kitchen, restrooms on a daily schedule. Provide light cleaning for the whole facility.
- Serves as custodial support staff for programs, rentals, and activities. Sweeps, mops, scrubs floors. Washes walls and windows. Cleans drinking fountains, empties, and cleans waste receptacles. Cleans restrooms and replenishes supplies. Reports the need for repairs.
- Sets up and takes down furniture and/or equipment in meeting rooms. Turns out lights and locks doors and windows, performs related duties as required.

**Qualifications**

- Positions in this class require moderate to heavy physical work with prolonged standing, walking, bending, stooping, climbing, lifting, and carrying loads weighing between 25 to 75 pounds. Positions may also involve field work resulting in exposure to the weather.
- At least 18 years of age, and possession of a valid CA driver license
- Availability to work mornings, nights, and weekends
- Ability to effectively communicate, both written and orally, with staff, public, and volunteers. Write effectively and keep accurate records. Recognize potential safety hazards in equipment or facility and take corrective action. Make decisions on-site to ensure program runs efficiently.