

Hayward Area Recreation and Park District

EMPLOYMENT OPPORTUNITY

Building Attendant

Position Classification II; \$13.01 – 16.60 per hour/DOE; Part-time



THE POSITION

Under general supervision of the Recreation Supervisor and the direct supervision of the Recreation Coordinator II, the Building Attendant is responsible for the proper use of a recreational facility; to make general preparations for rentals and recreational activities; and to do related work as required.

EXAMPLE OF DUTIES

- Complete requested furniture arrangements and equipment set-ups and breakdowns
- Open, close and secure District facilities
- Maintain a safe program environment and facility; conduct safety checks
- Enforce District rules and regulations of facility, programs, activities and events
- Complete required forms, reports and evaluations in a timely manner
- Assist in keeping accurate records of forms, inventory and supplies
- Attend mandatory in-service trainings and meetings
- Perform other duties as assigned

MINIMUM QUALIFICATIONS

- At least 18 years of age and possess a high school diploma
- Must be able to work weekends and evenings
- Ability to safely transport, lift and handle bulky objects weighting up to (50) pounds; within OSHA guidelines
- Attend orientation training
- Bi-lingual a plus, but not necessary

KNOWLEDGE AND ABILITIES

- Proficient in Microsoft Office
- Perform basic and minor custodial duties
- Respond to emergency situations quickly and efficiently
- Provide excellent customer service skills
- Ability to work independently with minimum supervision; establish and maintain effective working relationship with facility users, staff, public and district employees

IMPORTANT INFORMATION

- Recruitment open until filled
- ADA - Please notify this office regarding the type of reasonable accommodations needed 3 days following recruitment closing date.
- Applications can be obtained at:
H.A.R.D. District Office
1099 "E" Street,
Hayward, CA 94541
Or
HaywardRec.org/employment
- Please submit applications in person to Human Resources or via email at HR@haywardrec.org

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS FOR THE POSITION:

- Proof of eligibility to work in the U.S.
- Possession of a valid CA Driver's License.
- Proof of negative TB Test
- Any offer of employment to an adult employee who will have direct contact with minors is conditional upon a satisfactory fingerprint clearance and background check (DOJ).

H.A.R.D. IS AN EQUAL OPPORTUNITY EMPLOYER
FOR MORE INFORMATION OR TO APPLY (510) 881-6700 OR WWW.HAYWARDREC.ORG