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
• Bilingual 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