

Parks and Recreation - Recreation Facilities Aide – Community Facilities

Inter-department/P1 Classification: R30-5

Starting Salary: \$15.00/hr.

Description: Under the direct supervision of Community Facilities Coordinator or Facilities Lead Specialist, performs general facility maintenance tasks including table and chair set ups for events and recreational classes. General cleaning and maintenance of facilities. Event monitoring which includes frequent customer interactions and problem solving.

Example of Duties and Responsibilities: Monitors venues (indoor and outdoor facilities) during events, sets up tables and chairs, gives tours of the facilities, oversees group use of venues and equipment, enforces department operational procedures relating to the security of the venue, sets up audio-visual equipment, performs facility inspections for cleanliness and operational correctness, completes daily maintenance and inspection checklists, performs various maintenance duties to include sweeping and mopping floors, cleaning kitchens, cleaning restrooms, washing windows, replacing light bulbs, and minor repairs to venue equipment, directs groups and classes to appropriate rooms within the venues.

Minimum Requirements: Principles of custodial maintenance and customer service. Ability to work weekends and late evenings, communicate orally with the public in an effective manner, perform various cleaning duties including mopping, sweeping, cleaning restrooms, washing windows, cleaning kitchen appliances, moderate lifting of objects and furniture, follow and promote safe work practices, work effectively with the general public and co-workers.

Education: High school diploma, G.E.D., or work permit as a minor.

Experience: Previous experience in one or more of these industries is helpful: retail, health club, hotel/motel, restaurant, and/or recreational facilities experience.

Working Conditions: Work is performed indoors and outdoors in all types of weather conditions and in various temperatures. Work may involve driving and moving vehicles, transporting materials, having access to slippery surfaces, and being exposed to toxic substances. Incumbents may have to lift and move objects of moderate weight. Also, incumbents may be exposed to loud noises from mechanical or electrical tools and equipment.

APPLICATION AND SELECTION PROCESS: All interested persons must complete in full a city of Folsom employment application. All applications will be screened, and those whose qualifications best meet the city's needs will be scheduled for an oral interview.

All applications must be returned to:

City of Folsom Community Center,
Attn: Ted Ocampo,
50 Natomas Street, Folsom, CA 95630
(916) 461-6615.