Building & Event Monitor
(5/2021)

Under the direction of the Recreation Supervisor and Facilities Coordinator, the Building & Event Monitor performs a variety of tasks in the monitoring, care and maintenance of District facilities while acting as a liaison to customers and patrons on behalf of the District. Position assists in the implementation of assigned recreation programs and services including but not limited to: rentals, classes and special events. This position is part-time, hourly, non-exempt; hours per week will vary depending on the season and scheduled rentals/programs/events. The Building & Event Monitor regularly works weekends, evenings and holidays. Starting pay ranges from $14.50-$15.50 per hour.

Essential Duties and Responsibilities:

- Inspect facilities and recommend repairs and/or maintenance required and supplies needed.
- Prepare facilities for use; ability to read and follow several room layout configurations.
- Provide excellent customer service; demonstrating a positive, courteous and enthusiastic attitude.
- Open, clean, maintain, close and secure facilities.
- Meet with renters to inspect and document condition of facility before and after use.
- Monitor facility use during scheduled rentals, programs and events.
- Promote and ensure safety procedures are followed by renters, participants and spectators.
- Refer customer issues and complaints to appropriate staff for resolution.
- Complete all required records and reports daily.
- Other duties as assigned.

Non-Essential Duties and Responsibilities:

- Distribute public service announcements, flyers and other marketing materials to promote designated recreation programs.
- Respond to requests for information on District programs and services.

Minimum Requirements:

- Any combination of experience and education that could likely provide the required knowledge and skills.
- Knowledge of basic custodial cleaning methods and techniques.

Ability to:

- Lift up to 50 pounds.
- Work with minimal supervision.
- Provide excellent customer service.
- Regularly use custodial tools, equipment and supplies.
- Understand and follow written and oral instruction and communicate clearly orally and in writing.
- Read multiple facility schedules and assess needs accordingly.
- Demonstrate sound judgement and time management skills.
- Multitask and prioritize projects.

Special Requirements:

- Possession of a valid California driver's license, reliable transportation and a good driving record.
- DOJ Fingerprint and background check.
- Pre-Employment physical and drug test.