Mill Valley
Community Center

The City of Mill Valley
Recreation Department Invites
Applications For:

Facilities Attendant

(open to applicants 18 years & older)

At the Mill Valley Community Center.
Starting at $11.75 per hour
Weeknight, weekend and holiday shifts.

DEFINITION: Under general supervision, responsibilities will include but not be limited to light office tasks, customer service, set up and take down of tables and chairs and occasional janitorial tasks. Perform related work as required. This is a part time position only. Applicants should be available year-round (no seasonal appointments).

EXAMPLES OF DUTIES

- Set up and take down tables, chairs, audio-visual equipment and other related material and equipment.
- Greet public and provide general information for all Parks and Recreation department classes, programs and events.
- Occasional janitorial/maintenance duties such as routine and special cleaning of restrooms, locker rooms, and classrooms, wipe counters, vacuum floors, sweep walkways, empty trash receptacles, replace paper products and litter pick-up.
- Monitors guest activities in the Community Center and enforce all rules, regulations and safety principles.
- Assist in opening and closing procedures for the entire Community Center.
- The ability to speak English clearly and understandably.
- Read and follow diagrams and instruction written in English.
- Perform related duties as required.

TRAINING & EXPERIENCE: Any combination of education, training and experience, which likely provides the required knowledge and abilities. High school diploma required; college experience preferred.

PHYSICAL REQUIREMENTS: Work is performed in an outdoor and indoor setting. Work requires frequent bending, lifting, stooping, pushing and pulling motions for a variety of tasks. Work may be accessed through difficult terrain. Work may involve repetitive motions. Mobility to move to and from various points within Community Center; ability to produce information in written form and operate office equipment; ability to lift and carry 30 lbs.

EQUAL OPPORTUNITY EMPLOYER: The City of Mill Valley is committed to a comprehensive affirmative action employment program and actively seeks applications from both sexes, ethnic minorities, and individuals with disabilities, US Veterans and qualified persons of all ages. If you would like to arrange for accommodations in order to participate in the hiring process, we encourage you to contact Stuart D. Kesler at (415) 383-1370.

FILING INSTRUCTIONS

Application forms may be obtained from the Recreation Department or from our web site at **http://www.cityofmillvalley.org** (see employment link). Applications must be filled out completely and returned to the Recreation Department, 180 Camino Alto Mill Valley CA 94941. Questions regarding the position should be directed to the Facilities Supervisor at (415) 383-1370.

FINAL FILING DATE: Ongoing

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