

Civic Center Attendant

Classification Title: Civic Center Attendant
Department: Parks & Recreation
Wage Category: Non-Exempt
Reports to: Recreation Superintendent

PURPOSE OF CLASSIFICATION

Under immediate supervision, performs custodial work of average difficulty and performs related work as required.

DISTINGUISHING FEATURES OF WORK

An employee in this position performs various cleaning and upkeep duties of the civic center and park facilities while also being available to the general public using the facility; performs varied parks maintenance work of basic to average difficulty; and performs related work as required.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The following duties are typical for this job. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Cleans gym lobby, bathrooms, locker rooms, cafeteria, senior center and auditorium (sweeping, mopping, refilling dispensers, emptying trash, vacuuming carpet & rugs, cleaning windows, etc.).

Keeps outside entrances to gymnasium and gymnasium lobby free of trash and debris; empties outside trash cans and ashtrays; keeps parking lots and City Hall property free of trash and debris; uses electric blower to clean sidewalks and parking lot.

Dust mops and wet mops gymnasium floor on a daily basis; keeps gymnasium bleachers free of trash and debris; empties trash receptacles in gymnasium.

Sets up and takes down tables for various functions held in gymnasium, cafeteria, senior center, auditorium, and board room; moves tables and chairs from one room to another.

Enforces park system and gymnasium rules that are posted; completes injury reports.

Cleans bathrooms and other parks and recreation facilities.

Rakes infields, lines ball fields for games.

Picks up debris such as paper, bottles, cups, and limbs in making areas more attractive.

Works in concession stand for various leagues or events held by the Parks & Recreation Department; handles money and completes financial reports.

Opens Civic Center in a timely manner for weekend functions.

Secures building by locking doors and setting alarm system.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED

Knowledge, Abilities and Skills: Must be able to work well with the public; must have reliable transportation. Good knowledge of cleaning chemicals and their use; ability to establish and maintain effective working relations; ability to express oneself clearly and concisely, both orally and in writing; ability to use independent judgment.

Physical Requirements: Ability to pass reasonable fitness and physical standards to safely perform work, if required, as determined by city physician; vision and hearing normal or corrected sufficient to read, write, and safely

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operate tools and operate, utilize and maintain tools and equipment used in work; ability to lift and carry about 50 pounds, though greater weights may, at times be lifted, carried and /or placed; dexterity and fitness to grasp, crawl, crouch, bend, stoop, climb, stretch, walk, run and otherwise perform physical functions of the assignment.

Work Environment: Work environment may be somewhat disagreeable due to exposure to several disagreeable elements or to one very disagreeable element; work environment demands minimal confinement with some protective equipment required, such as safety glasses, hearing protection, and work gloves. Generally, physical and working conditions are such that minor cuts, abrasions, bruises, or burns may be encountered, despite provision of safety measures and health precautions (generally no lost time results).

MINIMUM TRAINING AND EXPERIENCE REQUIRED

Training and Experience: Must have prior experience in cleaning vehicles and restroom facilities.

Necessary Special Conditions: A valid Tennessee Operator's License appropriate to the assignment is required; must be at least 18 years old.