



Building Attendant

Salary:	\$11.77/hour	Opening Date:	9/4/2019
Status:	Part-time	Closing Date:	9/22/2019
Work Hours:	See "Special Notes"	Department:	Admin Services
Work Location:	South Jordan City Community Center	Supervisor:	Community Center Supervisor

Special Notes: *Depending on programming, hours will vary between 4:00-10:00 PM M-F, 8:00 AM-10:00 PM S-Su*

THE PURPOSE

Assist in the facilitation and operation of South Jordan Community Center operations to include quality service delivery and customer service.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from High School or GED
2. Special Qualifications:
 - Valid Utah Class D Driver's License
 - Valid First Aid and CPR Certification within 6 months of hire

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of telephone operations and procedures; telephone and interpersonal communication etiquette; general office maintenance and practices; operation of personal computer; operation of standard office equipment; some knowledge of basic public relations.

BENEFITS

- Fitness Center membership discount

NOTE: Interested candidates must complete and submit a South Jordan City application and current resume to Human Resources through the website at jobs.sjc.utah.gov. A complete list of essential functions and minimum requirements of this position may be viewed on the job description, which is also located at the above-mentioned website. To request accommodation under Americans with Disability Act please contact the City's EEO Program Manager at 801-254-3742 ext. 1852.

It is the policy of the City of South Jordan to provide equal employment opportunity in City government for all persons; to prohibit discrimination in employment on the basis of race, color, sex, national origin, religion, age, marital status, pregnancy, genetics, or disability

South Jordan City

Job Description

Title:	Building Attendant	Effective Date:	9/4/2019
Org:	100250	FLSA:	Non-Exempt
Pay Grade:	S-8	Workers Comp:	Municipal

This is an “at-will” position. The employee or the City may end the employment relationship at any time, with or without cause or explanation.

GENERAL PURPOSE

Assist in the facilitation and operation of South Jordan Community Center operations to include quality service delivery and customer service.

SUPERVISOR

Community Center Supervisor

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee’s manager.

Job attendance is required, except for authorized leave.

Assist in the operation and inspection of indoor and outdoor facility during and after normal hours and weekends to include: opening and closing facility, set-up/take down of furniture or equipment, cleaning and maintaining facility including furniture, restrooms, office, storage spaces and equipment.

Greet public; respond to requests for information and provide factual information related to city services, programs and general policies, practices and procedures.

Complete written forms and reports.

Operate telephone equipment; receive, respond to and direct incoming telephone calls; query callers to identify needed assistance, and direct calls accordingly.

Oversee ongoing activities in the facility to ensure facility safety and rules are being followed.

Meet with facility staff to exchange information pertaining to ongoing facility operations, problem solving and future events.

Self motivated to complete assigned tasks during evening hours with little or no supervision.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or GED

2. Special Qualifications:

Valid Utah Class D driver license.
Valid First Aid and CPR Certification within 6 months of hire

3. Knowledge, Skills, and Abilities:

Knowledge of telephone operations and procedures; telephone and interpersonal communication etiquette; general office maintenance and practices; operation of personal computer; operation of standard office equipment; some knowledge of basic public relations.

Ability to operate a personal computer and Microsoft products.

Ability to work independently and deal effectively with stress caused by continuous public contact; communicate effectively, verbally and in writing; operate standard office equipment; effective working relationships with supervisors, fellow employees, and the public.

4. Working Conditions:

Willingness and availability to work evenings and some Saturdays. Tasks require variety of physical activities, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing and seeing essential to the performance of the job. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, critical thinking.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Municipal Part Time	EEO-4 Class:	Serv/Maint
Location:	Senior Programs	EEOP Class:	Serv/Maint
Group/BU:	Part Time Pay Plan	Tech-Net Match:	