

South Jordan City

Job Description

Title: Building Attendant
Org: 100250
Pay Grade: S-8

Effective Date: 9/4/2019
FLSA: Non-Exempt
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:	