



CITY OF GUADALUPE
BUILDING ATTENDANT / Multimedia Assistant
SEIU Salary Range 140

1/31/2022
Revised 2/1/2023

DEFINITION:

Under the direction of the Recreation Services Manager, this position is responsible for providing operational assistance to an assigned program area. The Building Attendant / Multimedia Assistant helps the Recreation Department in overseeing recreation and rental facilities during regular hours of operation and outside regular business hours during rentals and special events. Also assists in broadcasting City Council and Recreation & Parks Commission Meetings. Duties and position assignments may vary depending on the business need of the department and organization.

ESSENTIAL FUNCTIONS:

Building Attendant:

- General cleaning and light custodial functions in the upkeep of assigned areas in City facility during a rental or special event.
- Cleans restrooms, refills soap and paper dispenser; empties and cleans waste containers, as needed.
- Locks and unlocks doors to ensure security of buildings and related areas; activates/deactivates alarms.
- Inspects and monitors safe use of City facilities, equipment and supplies; checks for and reports fire and safety hazards and graffiti.
- For City-sponsored events, sets up tables, chairs and other equipment for meetings and special events.
- During rentals and special events, conducts walk-throughs every hour to ensure order is maintained.
- Informs the Facility Rental Coordinator of any recommendations for improvements to the City facility, rooms, equipment, and supplies.

Multimedia Assistant:

- Responsible for ensuring a cohesive communications program of broadcasting for internal and external audiences (i.e. City Council Meetings, and Recreation & Parks Commission meetings).
- Performs specialized work with coordinating, implementing, and managing a variety of special communication projects and programs within the city.
- Assists creating and managing digital assets. This includes websites, photos, video, graphics, and other digital collateral.

KNOWLEDGE & SKILLS:

Scope of assigned area will depend on departmental structure and is at the discretion of the Recreation Services Manager.

Building Attendant:

- Good understanding of special event functions
- Exposure to a customer service environment
- Excellent verbal and customer service skills
- Bi-lingual, Spanish, verbal fluency, required
- Familiarity with City policies regarding smoking and use of alcohol onsite

Multimedia Assistant

- Familiarity with computers and other modern technology.
- Excellent verbal and customer service skills
- Ability to work in a team environment and independently, as required

EDUCATION & EXPERIENCE:

- High School Diploma, GED or equivalent
- Possession of a valid CA Driver's License, Class C, with a satisfactory (clean) driving record, required.
- Experience dealing with the public in a sporting or special events environment.
- For Building Attendant: Alcohol Beverage Control training certification (required).

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Building Attendant: Stand and/or walk for long periods of time; perform repeated bending and stooping, ability to frequently lift and/or move up to 25 lbs. and occasionally lift and/or move up to 75 lbs.; and work with cleaning solutions.

Building Attendant / Multimedia Assistant
Job Description
Revised 2/1/2023
Page 3 of 3

Multimedia Assistant: Sit, stand, and/or walk for long periods of time; perform repeated bending and stooping, ability to frequently lift and/or move up to 25 lbs. and occasionally lift and/or move up to 75 lbs.; and work with cleaning solutions.

WORK ENVIRONMENT:

Incumbents work in both indoor and outdoor environments with moderate to loud noise levels. May work in controlled temperature conditions, cold and hot temperatures, or inclement weather conditions. Incumbents will interact with individuals in interpreting and enforcing rules, policies, and procedures.

SALARY RANGE & BENEFITS:

- BUILDING ATTENDANT / Multimedia Assistant
HOURLY SALARY: \$17.197 Per Hour; Scheduled Part-time 18 Hours Per Week or Less

BENEFITS: Sick Leave Accrual Only. Not Eligible for City-provided benefits

The City of Guadalupe provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.