

**City of Lafayette**  
**Parks, Trails & Recreation Department**  
500 St. Mary's Road, Lafayette CA 94549  
(925) 284-2232

**POSITION: PART-TIME, TEMPORARY, SEASONAL – BUILDING ATTENDANT**

<b>Title:</b>	Building Attendant (Rentals)
<b>Definition:</b>	Assists in activities, programs and events. Entry Level.
<b>Location:</b>	Lafayette Community Center, 500 St. Mary's Rd., Lafayette
<b>Dates:</b>	Year Round
<b>Hours:</b>	0 – 25 hours / week, depending on rentals and events
<b>Shifts:</b>	Shifts may vary depending on programs, rentals, and events
<b>Reports to:</b>	Recreation Coordinator in charge of rentals
<b>Duties &amp; Responsibilities:</b>	<p>Under the supervision and direction of the Recreation Coordinator Building Attendant <b>will learn to:</b></p> <ul style="list-style-type: none"><li>• Lead, teach, demonstrate, officiate activities such as special events, camps, classes, leagues and / or birthday parties</li><li>• Assist rentals with any facility needs</li><li>• Set up all necessary equipment and furniture</li><li>• Perform facility clean up</li><li>• Supervise and interact with rental guests</li><li>• Supervise, model and monitor compliance with safety and facility rules</li><li>• Assist monitoring and maintaining equipment and supplies</li><li>• Issue equipment and supplies and collect for storage</li><li>• Provide information and feedback to Coordinator</li><li>• Participate in staff meetings and training sessions</li></ul>
<b>Qualifications:</b>	Ability to: be reliable and responsible; communicate clearly and effectively when providing information and direction to renter, staff, and/or supervisor; inform participants in following established rules, guidelines and time limits; learn, retain and use safety rules and regulations; provide verbal and summarized written feedback on activities; lift at least 25 lbs.
<b>Training:</b>	Employees must be trained on building attendant functions and become familiar with the facility.
<b>Compensation:</b>	\$10.00 to \$14.00/hr.
<b>Application Procedure:</b>	Applicants should complete an application and mail to:  City of Lafayette Park, Trails and Recreation Department Attn: Recreation Coordinator/Rentals Lafayette Community Center 500 St. Mary's Rd. Lafayette, CA 94549