



**Building & Event Monitor**  
(10/2015)

Under the direction of the Recreation Supervisor, the Building & Event Monitor performs a variety of tasks in the monitoring, care and maintenance of District facilities while acting as a liaison to customers and patrons on behalf of the District. Position assists in the implementation of assigned recreation programs and services including but not limited to: rentals, classes, and special events. This position is part-time, hourly, non-exempt; hours per week will vary depending on the season and scheduled rentals/programs/events. The Building & Event Monitor regularly works weekends, evenings and holidays. Starting pay ranges from \$9 - \$11 per hour.

**Essential Duties and Responsibilities:**

- Inspect facilities and recommend repairs and/or maintenance required and supplies needed.
- Prepare facilities for use; ability to read and follow several layout configurations.
- Provide excellent customer service; demonstrating a positive, courteous and enthusiastic attitude.
- Open, clean, maintain, close and secure facilities.
- Meet with renters to inspect and document condition of facility before and after it is used.
- Monitor facility use during scheduled rentals, programs and events.
- Promote and ensure safety procedures are followed by renters, participants, and spectators.
- Refer customer issues and complaints to appropriate staff for resolution.
- Complete all required records and reports daily.
- Other duties as assigned.

**Non-Essential Duties and Responsibilities:**

- Distributes public service announcements, flyers and other marketing materials to promote designated recreation programs.
- Responds to requests for information on District programs and services.

**Minimum Requirements:**

- Any combination of experience and education that could likely provide the required knowledge and abilities.
- Knowledge of basic custodial cleaning methods and techniques.

**Ability to:**

- Lift up to 50 pounds.
- Work with minimal supervision.
- Provide excellent customer service.
- Regularly use custodial tools, equipment and supplies.
- Understand and follow written and oral instructions and communicate clearly orally and in writing.
- Read multiple facility schedules and assess needs accordingly.
- Demonstrate sound judgment and time management skills.
- Multitask and prioritize projects.

**Special Requirements:**

- Possession of a valid California driver's license, reliable transportation and a good driving record.
- DOJ Fingerprint and background check.
- Pre-Employment physical & drug test.