CLASS SPECIFICATION
College Center Attendant

FLSA Status: Nonexempt
EEOC Job Category: Service Workers
Union Representation: Represented

GENERAL PURPOSE
Under general supervision, sets up College Center facilities for use by students, faculty, administration and outside organizations; cleans, maintains and makes minor repairs to Center facilities and equipment; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
College Center Attendant performs a variety of set up, maintenance and repair duties in support of the use of the College Center by the college community and outside organizations. The incumbent sets up furniture, equipment, staging and other items in accordance with the needs of scheduled users. The incumbent may supervise and direct the work of student assistants and work study students in carrying out facilities support functions.

College Center Attendant is distinguished from General Maintenance Worker by the incumbent's focus on a variety of functions that support use of the College Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Reviews the schedule of events, performances, banquets and meetings to determine set up requirements to meet the needs of facility customers; prepares the lounge, dining room, cafeteria and meeting rooms for scheduled use by students, faculty, administration and outside organizations; arranges chairs, tables, risers, podiums, screens and other furniture; sets up lighting, sound and audio-visual equipment as required for the event; ensures that set up arrangements meet all applicable safety requirements.

2. Cleans and maintains the College Center; cleans carpets, windows and blinds; washes, strips and waxes floors; removes graffiti; performs touch-up painting and makes minor repairs to equipment, furniture and facilities; submits work orders for major maintenance and repair.

3. Reviews available equipment, supplies and materials needed for Center functions and submits purchase requests when required; prepares and maintains records and standard reports.

4. Oversees and directs the work of student assistants and work study students who assist in supporting Center activities and functions.
OTHER DUTIES
1. Operates sound, lighting and audio-visual equipment during events; provides behind-the-scenes support as required.
2. Stores furniture and equipment when not in use.
3. Assists in set up of tables, chairs and equipment required for major College events.

QUALIFICATIONS

Knowledge of:
1. Methods, equipment, tools and supplies applicable to the cleaning, maintenance and minor repair of a common use college facility.
2. Methods and safety regulations applicable to the storage of equipment, materials and supplies.
3. Operations and methods of minor maintenance on sound, lighting and audio-visual equipment.
4. Safe work practices and procedures.
5. Recordkeeping methods and procedures.

Ability to:
1. Set up and arrange furniture, equipment and other items as required for events efficiently and with limited notice.
2. Set up, operate and perform minor maintenance on audio-visual, sound and lighting equipment.
3. Understand and follow written and oral instructions.
4. Work independently, exercising sound judgment within established guidelines.
5. Communicate effectively, both orally and in writing.
6. Demonstrate good customer service skills.
7. Follow and enforce safe work practices and procedures.
8. Schedule and oversee the work of student assistants and work study students.
9. Establish and maintain effective working relationships with managers, faculty, administrators, students, representatives of outside organizations and others encountered in the course of work.

Education, Training and Experience:
A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and at least two years of progressively responsible custodial or facilities maintenance experience; or an equivalent combination of training and experience.
Licenses; Certificates; Special Requirements:
A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS
The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands
While performing the duties of this job, employees are regularly required to stand, walk and sit; talk and hear in person and by telephone; reach with hands and arms; and use hands to operate hand and power tools. Employees are occasionally required to lift, carry or move up to 50 pounds.

Specific vision required for this job includes close and distance vision, peripheral vision, ability to distinguish basic colors and shades and adjust focus.

Mental Demands
While performing the duties of this class, incumbents are regularly required to use oral and written communications skills; read documents or instructions; analyze and solve problems; use basic mathematics; learn and apply new information or skills; observe and interpret conditions and situations; work on multiple, concurrent tasks with changing deadlines; and interact with managers, faculty, students, administrators, representatives from outside organizations and others encountered in the course of work.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees typically work under indoor conditions where the noise level is moderate. Employees occasionally work in outdoor weather conditions and may work around moving mechanical equipment and be exposed to loud noise.