

CITY OF REDWOOD CITY FACILITY AIDE

DEFINITION

To assist people using the facility by setting up proper furniture arrangements; and to perform custodial work.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level department personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Answer phones and greet the public responding to questions regarding scheduled Center activities.

Assist in the maintenance of the facility use calendar.

Set up rooms for use by Center patrons.

Oversee the use of the Center, insuring its patrons conform to the established policies and procedures.

Raise and lower the flag.

Perform minor clean-up as needed including: cleaning bathrooms, floors, windows, emptying garbage, and simple repair jobs.

May supervise Court Ordered Volunteers in light maintenance duties at Community Centers.

Replace lights; regulate ventilation and temperature.

Lock, unlock, and secure doors.

May requisition supplies and equipment.

Perform related duties as assigned.

**CITY OF REDWOOD CITY
FACILITY AIDE (*Continued*)**

QUALIFICATIONS

Knowledge of:

Methods, procedures and custodial practices.

Use and operation of a variety of hand and power tools.

Safe work practices.

Ability to:

Work independently in the absence of supervision.

Perform heavy manual labor.

Deal effectively with a variety of groups and individuals.

Understand and carry out both oral and written directions.

Follow oral and written directions.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Experience and Education:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Some experience in custodial work and working with people is highly desirable.

Education:

Equivalent to completion of the eighth grade.

License or Certificates:

Possession of, or ability to obtain, an appropriate, valid California Driver's License.

Effective Date: February, 1985

Bargaining Group: Service Employees' International Union - Local 715