



# City of SANGER California

THE CITY OF SANGER IS CURRENTLY RECEIVING APPLICATIONS FOR:

## FACILITIES HOST (PART-TIME)

TO APPLY ONLINE: [www.calopps.org](http://www.calopps.org)

CURRENT SALARY:	<b>\$10.50/per hour \$11.00/per hour (Effective January 1, 2018)</b>
APPLICATIONS MAY BE FILED AT:	<b>Personnel Department Sanger City Hall 1700 7th Street Sanger, California 93657</b>
FILING DEADLINE:	<b>Friday, January 12, 2018 5:00 p.m.</b>
EXAMINATION:	<b>Written, Oral Board Interview, Performance Exam and/or any combination thereof</b>

### **DEFINITION:**

Under the supervision of the Recreation Supervisor, the Facilities Host is responsible for light maintenance, opening and closing of City facilities and acts as a host to groups and individuals renting City facilities during evenings, weekends and on call as needed.

### **EXAMPLES OF DUTIES (Including but not limited to):**

- Work with part-time staff to plan, organize and implement daily and weekly facility rentals.
- Ensure all daily and weekly reports are completed and turned in on time.
- Ensure all activities are conducted in a safe and healthful manner and the site is left clean and ready for the next day's activities.
- Evaluate the condition of the facility and make adjustments as necessary.
- Report hazards and potential hazards.
- Report items that need repair or are missing.
- Responsible for the opening and closing of the assigned facility.
- Turn heater and air conditioning units on and off for facility renters.
- Open, set up and clean up for recreation classes and sporting events.
- Open, set up and clean up for facility rentals.
- Perform other related duties as required.

**KNOWLEDGE SKILLS & ABILITIES:**

- Provide personable and cheerful service to the public.
- Maintain cooperative working relationships with the recreation staff, public works staff, and fire and police departments.
- Think quickly and make decisions in unexpected situations.
- Work responsibly without direct supervision.
- Communicate, provide and receive directions by phone.
- Knowledge of building maintenance methods and principles.
- Able to work weekends and evening hours on an on-call basis.
- Able to operate heating and cooling system controls.
- Able to work well with the public.
- Able to write legibly and speak clearly and understandably.
- Able to follow directions; understand rules and interpret them to others.

**MINIMUM QUALIFICATIONS:**

- Must be at least 18 years of age.
- High School Diploma or G.E.D. Typical qualifying experience is one year strong customer service background, or an equivalent combination of education and experience sufficient to successfully performing the essential duties of the job.
- Valid California Driver's License.
- Bilingual preferred, but not required.

**PHYSICAL REQUIREMENTS:**

Position typically requires: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, and repetitive motions. Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

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**SELECTION PROCEDURE:**

Applications received by the filing date will be reviewed for accuracy, completeness and job-related qualifications. A limited number of persons whose applications clearly demonstrate they most closely meet the requirements may be invited to participate in the selection process - which may be any combination of written, oral and/or performance exams. Before starting work, applicants must present documentation of their identity and authorization to work in the United States.

**APPLICATION PROCESS:**

Applications are available at City Hall, 1700 7<sup>th</sup> Street, Sanger, CA 93657 or on the City's web site at [www.ci.sanger.ca.us](http://www.ci.sanger.ca.us). Applications must be complete and received prior to the filing deadline. **POSTMARKS ARE NOT ACCEPTED.**

Resumes will *not* be accepted in lieu of a completed application. All statements made on the application are subject to verification; false statements will be cause for disqualification or discharge.

**AN EQUAL OPPORTUNITY EMPLOYER  
WOMEN, MINORITIES & HANDICAPPED INDIVIDUALS ARE  
ENCOURAGED TO APPLY**

Note: The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Questions regarding this announcement may be directed to the City of Sanger Personnel Department.