



City of Laguna Niguel Job Description

FACILITY AIDE PT

Maintenance, Clerical, and Technical Unit
FLSA: Non-exempt

DEFINITION

Perform a wide variety of janitorial and room set-up functions.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Recreation Supervisor.

EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES

Important responsibilities and duties may include, but are not limited to, the following:

- ◆ Perform janitorial services including restroom cleaning, floor mopping, vacuuming, dusting, window cleaning, emptying trash containers, light bulb changing, cleaning water fountains, kitchen equipment, patio furniture, etc.
- ◆ Perform room set-up; read daily schedule of events and set up rooms with tables and chairs according to the needs of the scheduled use; take down tables and chairs as appropriate.
- ◆ Open, close, and secure building.
- ◆ Make minor repairs to building as necessary.
- ◆ Monitor facility use.
- ◆ Perform related duties as assigned.

QUALIFICATIONS

Ability to:

- ◆ Work a varied schedule of hours, which may include nights, early mornings, weekends, and holidays.
- ◆ Speak and read the English language effectively.
- ◆ Lift chairs and tables; operate light machinery.
- ◆ Understand and carry out instructions; work independently.
- ◆ Make minor, unskilled repairs to building components and furniture.
- ◆ Learn to operate various types of audio/visual equipment.

Experience and Training:

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

Some experience performing janitorial duties is desirable.

Equivalent to completion of the twelfth grade.

PHYSICAL DEMANDS

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions and toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office and moderate when in the field.