



# City of Lindsay

EMPLOYMENT OPPORTUNITY  
TEAM MEMBER I / HOUSEKEEPING MAINTENANCE / PART- TIME  
OPEN RECRUITMENT

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Class Title:	TEAM MEMBER I / HOUSE KEEPING MAINTENANCE	Salary:	\$10.00 PER HOUR
Department:	RECREATION/McDERMONT/WELLNESS	Step Range:	1 – 7
Division:	RECREATION/McDERMONT/WELLNESS	Status:	PART TIME
Date:	JUNE 7, 2016	Deadline:	UNTIL FILLED

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Please submit applications on the City of Lindsay Website at [www.lindsay.ca.us](http://www.lindsay.ca.us)

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## GENERAL DESCRIPTION

Cleaning, maintenance, and repair of McDermont Field House/Lindsay Wellness Center equipment and facilities will be primary responsibilities. Team Member I hired specifically for cleaning and maintenance could also, at times, be trained and responsibilities for operation of McDermont attractions, cashiering, concessions, event set-up, birthday parties, membership, event coordination and tournaments, coordinating league activities, sales, marketing, data entry, maintenance of financial records and other assignments. All McDermont Team Members are expected to provide exceptional customer service and help create the McDermont experience for patrons to the facility.

## SUPERVISION RECEIVED

Team Member I work under close supervision of Team Member III overseeing facility maintenance. May also receive direct supervision from Team Member IIs, other Team Member IIIs, Recreation Coordinator, Administrative Assistant the Director, and Director of McDermont Field House.

## SUPERVISION EXERCISED

None

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Helps to create and promote a safe and inviting environment for McDermont fans.
- Perform cleaning, repair and maintenance of facility.
- Answers customer questions and provides accurate information on McDermont programs and services.
- Carries out assignments in a professional and friendly manner.
- Provides McDermont fans with operation and safety instructions for McDermont attractions.
- Helps with set-up and clean up for special events, tournaments, scheduled activities and other functions.
- Monitors activities to ensure safety of patrons and facility.
- Preparation of concession food items.
- Handles cashier transactions and retail sales.
- Maintain membership database.
- Organize special events, tournaments and other McDermont activities.
- Oversee specific attractions and/or retail venues within McDermont.
- Promote McDermont through membership sales and partner recruitment.
- Organize and maintain sports leagues.
- Other duties as assigned.



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## DESIRED MINIMUM QUALIFICATIONS

### Education and Experience:

Minimum age of 18, 16 with a valid work permit, CPR/AED certified or certifiable, experience in cleaning and maintenance and/or related field.

### Necessary Knowledge, Skills and Abilities:

- Ability to evaluate customer satisfaction and maintain a service oriented mindset.
- “Mechanically” minded with sound ability to troubleshoot issues.
- Basic knowledge of computers including Microsoft Office.
- Know and Understand Building codes, Cal Osha regulations, and DOSH requirements.
- Good oral and written communication skills so as to effectively interact with patrons, employees and supervisors.
- Life Guard, CPR, First Aid, and AED certification are desirable.
- Ability to pass in-house certification process for specialized assignments.

### Necessary Knowledge, Skills and Abilities continued:

- Ability to follow routine verbal and written instructions.
- Knowledge of customer service standards and procedures.

## PHYSICAL DEMANDS

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

The employee is occasionally required to swim, climb or balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit, talk and hear. The employee must frequently lift and/or move up to 25 pounds, and occasionally lift weights up to 50 pounds.

## 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 will work in both indoor and outdoor facilities. Employee may be exposed to seasonal weather.

## SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above 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 the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and requirements of the job change.