

City of Escalon
COMMUNITY CENTER HOST/HOSTESS

DEFINITION

This is a part-time position which, under general supervision of the Assistant to the City Manager, provides host/hostess duties at the Escalon Community Center. Individuals in the position will be rotated periodically through out the year.

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

- Open and close the Community Center for various functions
- Perform initial walk through with renter
- Insure participants restore the premises to original order
- Perform exit inspection walk through with renter
- Maintain adequate supplies
- Inspect equipment to be sure it is in proper working order
- Perform related duties as assigned

QUALIFICATIONS

Ability to:

- Deal effectively and positively with people
- Provide good customer service
- Think and act in a decisive manner
- Work flexible hours, including nights, holidays and weekends

EDUCATION

- Equivalent to graduation from high school or GED

SPECIAL REQUIREMENTS

- Valid California driver's license
- Must reside within a 15 minute response time to the Escalon Community Center.

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. While performing the duties of this job the employee is frequently required to sit and talk, hear or walk; stoop, bend and lift and/or move up to 20 pounds; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; specific vision abilities required by this job include close and faraway vision and the ability to adjust focus.