CITY OF ATASCADERO

IS ACCEPTING APPLICATIONS FOR

Part-Time Service Worker at the Pavilion on the Lake (Part Time Worker 13)

Hourly Rate: Starting at $14.36 per hour – No benefits
Filing Deadline: Ongoing recruitment – Open until filled

APPLICATION PROCEDURE:

Applications may be obtained from the City’s website at www.atascadero.org/jobs, from City Hall at 6500 Palma Avenue, Atascadero, CA, or by calling (805) 461-5000 during normal business hours. A City of Atascadero Employment Application form must be completed and received in the Personnel division of the City Manager’s Office. Completed application forms in pdf format may be emailed to jobs@atascadero.org. If selected for an interview, the candidate will be required to submit and original and signed application form at the time of the interview. A résumé of three pages or less may be sent with the application but may not be submitted without a completed application. All statements made on the application are subject to verification; false statements will be cause for disqualification or discharge.

SELECTION PROCEDURE:

All City application forms received by the final filing date will be reviewed for accuracy, completion, and job-related qualifications. A limited number of the most qualified applicants will be invited to participate in the examination process, which may include, but is not limited to, the initial paper screening, a written test and/or a supplemental questionnaire and an oral interview. Finalists will be required to pass a fingerprint background check.

THE POSITION:

Under general supervision, this position is responsible for and completes equipment and furniture set-ups as required for events scheduled at the Pavilion on the Lake. Position may also be required to complete a variety of custodial duties. Position may be required to be present during facility rental times to monitor the use of City facilities by public. We are seeking self-motivated individuals with the ability to present a professional image. Weekly hours vary between 10 to 25 hours per week. Must be available evenings and weekends.

EXAMPLES OF JOB DUTIES:

This position provides building attendant services to City of Atascadero rental facilities. Follows set procedures in a timely and safe manner for set-up and take-down of chairs, tables and other furniture for scheduled events. Sets up audio/visual equipment as authorized per reservation. Provide building security and minor custodial duties such as sweeping, mopping, vacuuming and cleaning restrooms. Empty waste receptacles as needed. Completes and maintains necessary paperwork such as checklists and reports as needed. May perform a variety of park maintenance responsibilities such as ball-field preparation, weed trimming, pruning, trash pickup, etc.
QUALIFICATIONS:

Education/Experience: Any combination of training and/or experience that could likely provide the desired knowledge and abilities. A typical background would include graduation from high school or equivalent with one year of custodial or manual labor experience.

Preferred Knowledge, Skills and Abilities: Thorough knowledge of proper lifting techniques, proper use and maintenance of cleaning supplies; ability to communicate effectively both orally and in writing; ability to maintain good working relationships; ability to work independently, conscientiously and effectively in the absence of a supervisor.

Other Information: If the successful candidate(s) is over the age of 16 and is a licensed driver in the State of California, a copy of a current driver’s license, a DMV driving record and proof of automobile liability insurance coverage will be required.

THE CITY:

Atascadero was incorporated on July 2, 1979, and became fully operational on July 1, 1980. The City encompasses an area of about 25 square miles with a population of approximately 26,000. Atascadero is located in San Luis Obispo County, midway between the cities of San Luis Obispo and Paso Robles. The coast is a scenic twenty-minute drive away, and there are excellent recreational, educational and cultural activities in the immediate and adjacent area.

EMPLOYEE BENEFITS:

This position is part-time and is not eligible for benefits, although the employee will be covered for Worker’s Compensation and enrolled in a FICA substitute program as mandated by law. Compensation is salary only.

OTHER SPECIAL REQUIREMENTS:

Upon hire, new employees are required to provide proof of eligibility to work in the United States and must complete an Employment Eligibility Verification form. These documents must be presented prior to starting work. The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice. Please contact the City of Atascadero- City Manager’s Office by the final filing date if you will need special accommodations due to a legally defined disability to participate in this selection process.