



GALVESTON
* ISLAND *
Park Board of Trustees

Job Title : Building Attendant
Salary: \$8.25 per hour
Classification: Seasonal
Reports to : Park Manager
Department : Stewart Beach/East Beach

Job Summary : The building attendant is responsible for the overall appearance of the park facilities, which includes the cleaning and maintenance of all buildings, grounds and guest facilities. This person will ensure bathrooms are maintained in a clean and sanitary manner.

Minimal Qualifications :

- Fluent in English both verbally and in writing; bilingual in Spanish preferred
- Ability to communicate effectively with the public, using tact and professionalism
- Excellent customer service skills
- Ability to operate mobile equipment such as golf carts and all terrain vehicles
- Ability to operate hand tools and work with basic cleaning chemicals
- Ability to stand and walk for 8 hours a day
- Punctual, in-person attendance is required for this position
- Must be able to work with minimal supervision
- Must be at least 16 years of age

Required education, current certifications, licenses and trainings :

- Certified Tourism Ambassador Certification or ability to become certified. This training is offered and paid for by the employer, and requires the ability to read and write

Work Schedule :

- Must be available to work all shifts as assigned, and as needed to meet operational goals
- Shifts and days worked vary according to operational needs and weather conditions
- Must be available to work all holidays, weekends and special events

Essential Job Tasks :

- Promote good public relations through friendly, helpful, accurate communication with park visitors
- Ensure all bathrooms in the park are maintained in a clean and sanitary manner
- Ensure all dispensers in the bathrooms are filled as necessary
- Clean sidewalks and walkways as necessary
- Monitor the park for any loose trash and collect and dispose of the same
- Demonstrate dependability, teamwork and strong work ethic
- Trim all ornamental bushes and shrubs in the park so they present a pleasing appearance
- Painting of fences and other park structures as necessary and with the guidance of the park manager
- Maintain the grounds and the building in an orderly and clean condition
- Inform the park manager of any abnormal condition beyond your capability to correct
- Maintain trash for the park, and take garbage bags to dumpster
- Maintain cleaning supply inventory, notifying manager if supplies are low



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Essential Job Task s (continued):

- Resolve park visitor concerns when possible, and refer escalated issues to the on-duty manager as necessary
- Work effectively with other employees and park visitors, assisting in any other job tasks associated with the successful operations of the park
- Assist with special projects for all parks
- Perform all other duties as assigned

Physical Requirements:

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.

- Must be able to work in an indoor and outdoor environment for duration of shift
- Must be able to physically perform all job requirements which include: squatting, crouching, reaching, bending, twisting at the waist, sitting, standing and operating basic cleaning tools and hand tools.
- Office space is located in an elevated building, and employee may be required to ascend and descend stairs or ramp to reach work space
- Some job duties may require the use of a ladder or scaffolding, which requires climbing, descending and working from heights
- Must be able to frequently lift and/or move up to 50 pounds unassisted. and occasionally lift and/or move more than 50 pounds assisted
- Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus
- Must be able to read, write and comprehend both written and oral communications, as well as respond in written and oral communication.

This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Received by _____

Date _____