

Assistant Facilities Manager (hourly pd at minimum wage) approx. 4 hours a day

Summary:

This is a bonded paid staff position, reporting directly to the Facility Manager.

Acting under approved Board policies and working directly for the Facility Manager:

- Will assist in the activities toward providing a safe and enjoyable Facility.
- Work schedule to be set by Facility Manager with expectation of interchanging AM and PM maintenance staff after mutual agreement. While having an establish work schedule, additional money can be made by covering AM or PM shift(s) of fellow Facility Maintenance Assistants when the need arises.
- Assists Facility Manager with final authority and responsibility on all actions or compliance issues relating to the Facility, its grounds, the Pool's pump room / equipment, and support equipment for entertainment offerings.
- Aware of and assists in maintaining budgetary compliance to annual expenditures while contributing to annual budget planning / improvement planning activities.
- Functional accountability occurs directly to the Facility Manager for daily operational chain of command and communications issues. Is free to access any Board Officer to escalate issues, requests or concerns.
- ***In the absence of the Facility Manager, will act as on-site "Facility Manager" with implied authority.***

Salary

An hourly rate in excess of CA state minimum wage will be determined annually by the Board of Officers, payable biweekly from submitted time sheets, beginning March 1st and ending in October of that year.

Qualifications / Skills / Experience

- 3 to 4 maintenance staff to be recruited to meet seven (7) day per week facility coverage for both daily AM and PM maintenance requirements -- see itemized listing below.
- Working knowledge of electrical, plumbing and mechanical systems a plus but not a requirement
- be available 2-3 hours per day during operational season - seven (7) months beginning April 1st through October 31st.
- All necessary training for any maintenance job shall be provided by the Club, so no prior experience required.
- Must gain the respect and admiration of the Club's Membership, Executive Board, Staff peers, and Employees.
- Must demonstrate poise, confidence, maturity, tact and leadership in all dealings with the Membership and their Guests during problem resolution opportunities.
- Must possess a positive attitude, strong attention to detail, accountability, and maintain a well organized approach with clear communications of needs or expectations.

Functional Responsibilities

Pre-Season: JANUARY – APRIL

- Attend annual training / orientation weekend session after formal hiring offer made.
- Attend annual March General Meeting (Membership renewal, Elections, Budget approval).
- Participate in annual orientation meeting between Lifeguards, Facility Manager & Executive Board Officers to review Club Rules, Operations Policies, Performance Expectations & Safety Concerns.
- Assist with general duties during any pre-Season facility preparation work party weekends.

Operational Season: mid-APRIL to mid-OCTOBER

- In the absence of the Facility Manager, will fulfill all duties of the Facility Manager with implied authority.

Post-Season: SEPTEMBER – DECEMBER

- Assist with general duties during the annual Post Season work party weekend, held annually.

Scope of Duties

Membership Liaison Role

- Responsible for developing a friendly, cordial relationship with the General Membership.

Swim Team Coordination Role

- Assist the Swim Team and Parents with facility setup / preparation on the mornings of the two (2) annual home meets hosted by the Los Ranchitos Cabana Club. We want the pool water and grounds to top shape to best show off our Cabana Club to the visiting team. Swim Team and Parents responsible for post meet clean up to restore the facility for membership's use -- you need not assist here.

Morning (6 AM - 8:30 AM) Daily Activities

- Take AM Pool chemical readings & record on maintenance log.
- Raise Flag; Setup daily sign-in log book; Clean out main pump Trap; Refill pool water level to proper height.
- Water shrubs and lawn areas with manual sprinkler tools.
- Vacuum complete pool (approximately :45 job).
- Brush / sweep pool's surrounding deck area (approximately :30 job).
- Empty BBQ grills; Empty all trash cans and reline with new bags (approximately :30 job).
- Clean out **Equalizer Recover Tank** of excess debris.
- Check proper settings on both gate locks; check / replace worn basketball net.
- Inspect to ensure all lounges, chairs, tables and benches for safe continued use.

- Inspect all Playground equipment (swings; tetherball; volleyball net; basketball net/back board; Tot Play area) along with BBQ and other Club assets to ensure safe, fit for use status - repair as needed.
- **Weekly:** bring empty trash dumpster back inside facility from Calado Ave entrance.
- **Monthly:** break down and back flush main filters (approximately :60 job).

Evening (9 PM - 10:30 PM) Daily Activities

- Clean both Men's & Women's bathrooms {sanitize & restock} (approximately :45 job).
- Clean up grounds of excess towels / clothing / equip. / trash & align deck chairs (approximately :30 job).
- Inspect to ensure all lounges, chairs, tables and benches for safe continued use.
- Take PM Pool chemical readings & record on maintenance log; adjust chemicals as water condition dictates.
- Clean out main pump Trap; Restock & cover daily sign-in log book; check proper settings on both gate locks.
- Lower and put away flag; coil hoses and check BBQs for proper / safe storage of hot coals.
- **Weekly:** Tuesday night set trash dumpster outside facility on the Calado Ave entrance.

Annual performance review by Executive Board directly affects following season's hiring opportunity.