



## Facilities Attendant - Substitute Job Description

**Function:** Unlocks and locks Yu-Ai Kai Center for groups using the building. Acts as receptionist for the Center. Greets guest and visitors. Provides basic information about Yu-Ai Kai services and programs. Collect Attendance information. Ensure clean and neat appearance of the Center at all times, security, and readiness of rooms for programs.

**Reports to:** Activities/Facility Coordinator

**Hours:** Varies according to events at the YAK Center. Generally, 5:30 p.m. to 9:30 p.m., weeknights and weekend days.

### Duties & Responsibilities:

- Greet guests
- Keep log of events
- Maintain attendance records
- Provide basic information about programs and services.
- Answer phone, take messages
- Ensure clean and neat appearance of Center common areas (lobby, front steps, reception desk, hallways, etc.)
- Ensure that all rooms are put back to their original condition.
- Any other duties deemed necessary by the Wellness Center for the smooth operation of the agency

### Qualifications:

- Friendly and helpful attitude
- Attention to detail
- Ability to work independently
- Strong communication skills, customer service orientation
- Ability to move tables, chairs, furniture (for set up of events)
- Ability to work with people of all backgrounds
- Must be able to lift 40 lbs.

### To Apply

Please submit a cover letter of interest, three professional references with contact information, and a current resume to: Yu-Ai Kai, Senior Community Services Center, ATTN: HR- Facilities Attendant/Sub 588 N. Fourth Street, San Jose, CA 95112. OR by email to: [jobs@yuaikai.org](mailto:jobs@yuaikai.org). Questions? Please email: [jobs@yuaikai.org](mailto:jobs@yuaikai.org). Please no phone inquiries.