JOB ANNOUNCEMENT:
Position Title: Facilities Assistant
Organization Name: Humboldt Bay Aquatic Center
Work Schedule: Flexible (Mon – Sun, 7am-11pm)
Hours per Week: 10 – 20
Wage Type: Hourly
Wage: $11 - $12 / Hour
Application Review Begins: August 1st
Position Open Until Filled

JOB DESCRIPTION: The Facilities Assistant helps with the daily operations of general office procedures, customer service, facility rentals, event support, waterfront aquatic rentals, and outdoor recreation programming taking place at the Humboldt Bay Aquatic Center (HBAC) under the supervision of the HBAC administrative staff.

Duties and Responsibilities:
- **Building Maintenance**: General daily interior cleaning (vacuuming, dusting, mopping, polishing, dishes, trash, laundry, changing light-bulbs, re-stocking products, etc.) and general exterior maintenance (trash, weeds, windows, sweeping, lite-repairs, and landscaping).
- **Room Rental Set-Ups**: Heavy loading/unloading tables (up to 100lbs) and chairs, rearranging furniture & room set up as directed, setting up and operating audio/visual equipment, follow complex logistics, prioritize tasks, problem solve and uphold rental policies.
- **Reception Duties**: Provide high-level of customer service to the public, government agencies, HSU/OLLI faculty using the telephone/copy/fax, taking down detailed messages and answering questions, utilizing the CLASS database system and Google as trained, selling concessions/tickets, cash handling, program registration, maintain files, processing gift certificates, building and boat storage tours, and assisting in the aquatic rental program paperwork and waivers.
- **Aquatic Rentals**: Assist customers with off-site and on-site aquatic rentals, help prepare boats and equipment (includes heavy lifting up to 60 lbs.), assist customers with instruction and adjustment of gear, lead rental classes, give safety briefing, use VHF Radio and service boat as trained, clean up boats and gear and complete follow-up paperwork, help with set up and clean-up of boat storage area in the morning and afternoon, complete projects for programs as requested. Gear washing, organizing and sorting.
- **General**: Assisting in marketing efforts such as social media, taking photos, special event support, catalog distribution and tabling at events, contributing to special event preparation and staffing, assist with leading aquatic activities to level of training, other duties as assigned.

QUALIFICATIONS:
- Excellent customer service skills including the ability to respond courteously and knowledgeably to the needs of all customers, proper telephone etiquette and other related business practices
- Ability to pay attention to detail, accurately record data, handle complex logistics and multi-task
- Extremely organized, reliable and dependable with a flexible weekly schedule
- Excellent oral and written communication skills
- Positive and professional attitude
- Must possess or have the ability to obtain a CA Department of Boating & Waterways Safe Boating certification as well as current CPR/First Aid
- Work/drive to both Eureka HBAC and HSU Recreation and Wellness Center
- Be able to sit, squat, stand, stoop for long periods of time and lift up to 100lbs.

PREFERRED QUALIFICATIONS:
- Landscaping and outdoor maintenance experience
- Waterfront aquatic program training or experience in areas such as kayaking, sailing, stand up paddling, canoeing
- Experience using a power washer and basic landscaping tools
- Audio and visual equipment experience (setting up & troubleshooting)
- Cash register and money handling experience
- Night time, weekends and holiday availability
- Sea kayaking, stand up paddling, and canoeing knowledge and skills

APPLICATION INSTRUCTIONS:
Submit a UC Employment Application, cover letter, resume, and contact information for three references by email (hbac@humboldt.edu), fax (707.443.1527) or in person at the Humboldt Bay Aquatic Center (921 Waterfront Dr., Eureka, CA 95501).