

Location: Bernardo Heights, CA

Professional Community Management of CA, Inc. (PCM) is seeking a **Part Time/ Seasonal Facility/ Pool Monitor** for our Bernardo Heights Community.

Under moderate supervision, monitors Club facilities for residents and Associate Members who use the facility. Assist in functions/duties relating to operation and maintenance of facilities. Verification of residents and Associate Members membership to the Club facilities, and surrounding facilities at the community. Flexible Schedule with the ability to work days, evenings, holidays and weekend.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Sets up and tears down tables, chairs, and equipment for meetings, events, and activities following written or verbal instruction.
- Assists volunteers in decorating and cleaning up after events as needed
- Wipe counters, appliances, clean refrigerator and / or freezer as needed
- Load and/or empty dishwasher as needed.
- Vacuum, clean tables, countertops, windows and glass doors
- Check for missing or damaged equipment; if found-report the condition to the Supervisor.
- Check for cleanliness throughout the day-report any major problems.
- Check for water leaks and/or slip hazards-report or correct as appropriate.
- Sweep floors, mop floors, clean toilets and shower stalls (remove soap & hair)
- Request proof of membership by requesting to see Association issued photo ID cards.
- Keep furniture and decorations in proper order.
- Clean fitness room equipment
- Place accessible lamps/light bulbs that have burned out and report any shortage on supplies
- Report any major (or structural) problems you notice.
- Hose down pool/spa deck twice per week in accordance with the daily/Weekly duties schedule.
- Test chemical levels daily.
- Straighten pool area furniture, close umbrellas nightly (remove and store in high winds or inclement weather).
- Pick up any trash/debris on grounds or in planters.
- Move the recycling bins to the trash can pick up each week and return them after they have been emptied.
- Conduct routine, daily, walk-through inspecting all areas and correcting/reporting deficiencies or problems as needed.

QUALIFICATIONS:

- High School Diploma or equivalent
- Effective written and verbal communication with management, staff, residents, contractors and vendors; organize, prioritize and complete tasks independently.
- Ability to read, write and understand English.
- Possession of a valid California Drivers license, proof of automobile insurance and annual DMV printout.

We offer an excellent working environment, competitive compensation and great benefits. For full-time employees, our benefits include: medical, dental, life insurance, 401(k), paid holidays, vacation and sick leave.

Principals only, no third party vendors

Professional Community Management is an Equal Opportunity Employer