

Location: Solera Oak Valley Greens, CA

Professional Community Management of CA, Inc. (PCM) is seeking a **Part Time Facility Monitor** for our Beaumont Community. Under moderate supervision, monitors the clubhouse area for adherence to the Rules & Regulations regarding facility use. Assist in functions/duties relating to operation and maintenance of facilities. Verification of residents' membership to the clubhouse and facilities at the community. Position is part time and requires days, evenings, holidays and weekend work schedules. Work involves regular contact with residents using clubhouse facilities and works closely with the Lifestyle Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Sets up and tears down tables, chairs, and equipment for meetings, events, and activities.
- Assists volunteers in decorating and clean up after events as needed
- Clean refrigerator, freezer, Load and/or empty dishwasher as needed.
- Check for missing or damages equipment
- Check for cleanliness throughout the day report any major problems.
- Check for water leaks and/or slip hazards report or correct as appropriate.
- Responsible for cleaning the exterior grounds and recreation facilities.
- Check for any cracks or lifting in the surface of the court(s). Check for trip hazards or any other item in need of maintenance
- Check for any rips or tears in the net, remove any weeds growing in the Bocce Ball court area.
- Test chemical levels daily, Check Water Temperature twice daily, add water to pool and spa to fill line
- Straighten pool area furniture, close umbrellas nightly (remove and store in high winds or inclement weather)

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