

Location: Indio, CA

Professional Community Management of CA, Inc. (PCM) is seeking a **Full Time Lifestyle Facility Monitor** to join our growing team. Performance Under moderate supervision monitors Club facilities for residents and Associate Members who use the facility for adherence to the Rules & Regulations regarding facility use. 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. Positions in this class may be part time or full time and requires days, evenings, holidays, and weekend work schedules.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

§ Responsible for regular contact with residents and Associate Members using clubhouse facilities and works very closely with the Director of Lifestyle.

§ Responsible for the cleanliness of the Club facilities interior and its furniture and equipment which includes, however is not limited, to the following:

Multi-Purpose Room:

§ Sets up and tears down tables, chairs, and equipment for meetings, events, and activities following written or verbal instruction.

§ Assists volunteers in decorating.

§ Clean up after events as needed.

Kitchen:

§ Clean refrigerator and/or freezer as needed.

§ Load and/or empty dishwasher as needed.

Billiard Area:

§ Check for missing or damages equipment; if found – report the condition to the Director of Lifestyle.

§ Polish wooden portions of the billiard table.

Locker Rooms / Restrooms:

§ Check for cleanliness throughout the day – report any major problems.

§ Check for water leaks and/or slip hazards – report or correct as appropriate.

§ Cut any locks left on the lockers overnight.

§ Responsible for cleaning the exterior grounds and recreation facilities, which includes, however is not limited to the following:

Tennis Courts:

§ Sweep courts daily.

- § Hose down courts once per week in accordance with the daily/ weekly duties schedule.
- § Remove any weeds growing within the boundaries of the tennis courts.
- § Check for any rips or tears in the net – report any problems to the Director of Lifestyle.
- § Check for any cracks or lifting in the surface of the court(s).

Bocce Ball Courts:

- § Sweep courts daily and remove any debris.
- § Hose down courts once per week in accordance with the daily/ weekly duties schedule.
- § Remove any weeds growing in the Bocce Ball court area.
- § Check for trip hazards or any other item in need of maintenance.

Pool/ Spa:

- § Hose down pool/ spa deck twice per week in accordance with the daily weekly duties schedule.
- § Test chemical levels daily.
- § Check water temperature twice daily.
- § Add water to pool and spa (by hose) to proper fill line.
- § Straighten pool area furniture, close umbrellas nightly (remove and store in high winds or inclement weather)
- § Empty ash trays if needed.

General Duties (Interior):

- § Informs residents and Associate Members of Rules & Regulations as needed.
- § Requests proof of membership to Club facilities by requesting to see Association issued photo ID cards or a valid guest pass.
- § Clean interior and exterior of all accessible glass windows and doors.
- § Clean mirrors.
- § Sweep and mop/ polish non-carpeted floors.
- § Spot clean/ vacuum carpet as needed.
- § Dust / polish wood furniture.
- § Clean glass table.
- § Keep furniture and decorations in proper order.
- § Spot clean any marks on the walls.
- § Empty wastebaskets/ trash cans as needed.
- § Remove any cob webs
- § Replace accessible lamps/ light bulbs that have burned out.
- § Report any shortage of supplies to the Assistant General Manager.
- § Report any major (or structural) problems you notice.

Building Exterior/ Parking Areas/ General:

- § Inform residents and Associate Members of Rules & Regulations as needed.

- § Requests proof of membership to Club facilities by requesting to see Association issued photo ID cards or a valid guest pass.
- § Remove any trash/ debris on grounds or in planters.
- § Sweep walkways daily; hose down walkways twice per week in accordance with daily/ weekly duties schedule.
- § Report any burned out lighting or electrical problems.
- § Conduct routine, daily, walk-through inspecting all Club areas and correcting/reporting deficiencies or problems as needed.
- § Additional duties and/or special projects as assigned.

The preceding functions have been provided as examples of the types of work performed by employees assigned to this job classification. Management reserves the right to add, modify, change, or rescind the work of different assignment positions.

NON-ESSENTAL RESPONSIBILITIES:

- Available to perform assigned duties; consistent, friendly, and helpful attitude with both clients and co-workers; minimal co-worker complaints; accurate production of work; meets deadlines.
- Assist with other jobs and other duties as necessary.
- Must be available to work extended hours or overtime.

QUALIFICATIONS:

- High School Diploma Desired
- Available to perform assigned duties; consistent, friendly, and helpful attitude with both clients and co-workers; minimal co-worker complaints; accurate production of work; meets deadlines.
- Ability to read, write and understand English.
- 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 Driver's 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