

Location: Oceanside, CA

Professional Community Management of CA, Inc. (PCM) is seeking a **Part Time Facility Monitor** to join our growing team. This position is responsible for Clubhouse Facilities and Maintenance for the Ocean Hills Association Clubhouse.

Essential Duties and Responsibilities:

- Responsible for the set-up and take down of chairs, tables and other various types of equipment used in Recreational programs both inside and outside the clubhouse area.
- Uses care in the setup of A/V equipment. (loud speakers, microphones, T.V sets VCRs. etc.) This position also requires the effective interaction between the scheduler and the special events coordinator as well as the residents and maintenance.
- Cleaning of the tennis courts, paddle ball courts, Boce, shuffleboard courts, croquet areas, pool, spa, golf casa and any other Recreational facilities.
- Maintaining an inventory of Janitorial supplies and kitchen maintenance equipment. (i.e.: paper goods, dishwashing soap etc.)
- Daily checks of all facilities for cleanliness.
- Reports failure of any equipment to maintenance for corrective action.

Qualifications:

- Excellent Customer service skills
- Good Organizational Skills
- Ability to read and write in English
- Ability to work independently
- Ability to perform general maintenance procedures
- Ability to perform janitorial procedures and products
- Ability to perform related safety practices
- Must be flexible to work nights, weekends, and holidays.