



We invite applications for the position of:  
**BUILDING ATTENDANT  
FACILITY HOST (HOURLY)**  
\$15.00 to \$18.00 Hourly

### Why Consider The City of Mountain View?

It's simple. We are a **passionate team of professionals committed** to providing **excellent service** to the **community** we serve, and we want you to join us! When you become part of the City of Mountain View family, you will find this is not just a J-O-B, it is a way of life for those who seek a mission-oriented culture.

### About This Role

We want a highly **motivated, reliable, and customer service oriented** individual to join the Recreation Division for the position of Building Attendant with the City of Mountain View. You will join a **service-oriented, team environment**, and work at many City-owned facilities and parks, assuring that facility users and guest have a quality experience.

### What You Bring

- Positive attitude and enjoy meeting new people.
- 18 years of age and equivalent to completion of the 12<sup>th</sup> grade.
- Possession of valid Class C Driver License and reliable transportation.
- Excellent communication skills and ability to deal effectively and courteously with the public.
- Ability to work flexible hours included nights and weekends.

### Bonus Points

- Bilingual in Spanish.

### Who You Are

- You know how to talk to people and work in a team setting. Extensive public interaction appeals to you.
- You welcome responsibility and aren't afraid to ask for clarification when unsure about what's expected.
- Can use sound judgement while addressing the needs of residents and guest of Mountain View.
- You are respectful and mature. Paying attention to detail and being observant is what you are good at.

### What You'll Do

- Provide exceptional customer service.
- Open and close facilities, monitor facility users, assist with setups for events, enforce rules and regulations, and other duties as assigned.
- Communicate policies and procedures to users and guests of City parks and facilities.
- Maintain a pleasant environment for guest at any of the following facilities: Historic Adobe Building, Mountain View Community Center, Mountain View Senior Center, Rengstorff House, Whisman Sports Center, Mountain View Sports Pavilion, Rengstorff Park, and Cuesta Park.
- Assist with a variety of other programs including youth, adults, seniors, and special events.
- Serve the residents of Mountain View and represent the City of Mountain View in a professional manner.

### What We Offer

- Flexible schedule with ability to work around other jobs and commitments.
- Fun and dynamic work environment that constantly changes. No two shifts will be the same.

### Are You Ready? Apply.

Submit your application and resume online at [www.calopps.org](http://www.calopps.org) or to the Human Resources Division; City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. Application materials will be screened on a continuous basis. The most appropriately qualified candidates will be invited to a department interview. Qualified candidates are encouraged to apply early!

**Fine Print.**

Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Division upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Mountain View is an Equal Opportunity Employer (EOE).

Prior to hire, candidates will be required to successfully complete an extensive pre-employment process, including proof of a negative TB test within the last two years, reference checks, and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification or termination.