



We invite applications for the position of:
**BUILDING ATTENDANT
FACILITY HOST (HOURLY)
RENGSTORFF HOUSE**
\$15.65 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 the City of Mountain View. This is an entry-level, unbenefited, part-time position. You will join a **service-oriented and cohesive team** of other experienced, hourly employees, and work at the Rengstorff House, 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 12th 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 are enthusiastic about working a part-time, hourly position operating out of Mountain View's oldest home and at one of the finest examples of Victorian architecture on the West Coast.
- You like the idea of serving as a liaison to brides, grooms, their wedding parties, families, as well as a diverse group of wedding/special event vendors and celebratory guests.
- You welcome responsibility and are astute at both interpreting and enforcing rules.
- You understand the importance of protecting a historic home and are willing to work in an indoor/outdoor environment, with shifts often ending at 12:15 a.m.
- You are respectful, positive, and mature.
- Extensive public interaction appeals to you.
- Paying attention to detail and being observant is what you are good at.
- Can use sound judgement while addressing the needs of residents and the guests of Mountain View.

What You'll Do

- Open and close the facility, monitor facility users, enforce rules and regulations, event reporting/administration, and other duties as assigned.
- Communicate policies and procedures to users and guests of the facility.
- Maintain a pleasant environment for guests at the Rengstorff House.
- Provide exceptional customer service.
- 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, required supplemental questions, and resume online at 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. For additional information about scheduling and/or the position, contact Senior Recreation Coordinator Kristina Perino at kristina.perino@mountainview.gov or call (650) 903-6088.

Schedule

- Flexible shifts, primarily on Fridays afternoon/evenings, Saturdays and occasionally Sundays.
- Priority will be given to employees who are available to work Friday afternoons and Sunday evenings.
- Training to begin in April/May 2019, with select shifts available primarily April through October each year.
- Opportunity for working shifts at other City of Mountain View venues.

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.

**CITY OF MOUNTAIN VIEW
BUILDING ATTENDANT (HOURLY)
Supplemental Questionnaire**

Please answer the following questions and submit with your application. Please limit your responses to one page per each question or less.

1. Please describe your background and/or aptitude for offering exceptional customer service.

2. Are you able to work Friday day/afternoon and weekend evening shifts?
 - a. Yes
 - b. No

3. Why do you like the idea of working at the historic Rengstorff House?