



We invite applications for the position of:
BUILDING ATTENDANT (HOURLY)
PART-TIME
\$15.56 to \$18.78 Hourly

About This Role

We are seeking a highly **motivated, reliable, and customer services-oriented** individual to join the Recreation Division for the position of Building Attendant with the City of Mountain View. This is a part-time and non-benefitted position not to exceed 1,000 hours per fiscal year. You will join a **service-oriented, team environment** and, assure the facility patrons have a **quality** experience.

What You Bring

- Positive attitude and enjoy meeting new people.
- Availability to work flexible hours including nights and weekends.
- Excellent communication skills and ability to deal effectively and courteously with the public.
- The ability to lift and move over 25 pounds.
- You are 18 years of age and have the equivalent to completion of the 12th grade.
- Possession of a valid Class C driver license and reliable transportation.

Who You Are

- You know how to talk to people and work in a team setting.
- You find appeal in extensive public interaction.
- You welcome responsibility and are not afraid to ask for clarification when unsure about what is expected.
- You have a sense of sound judgment while addressing the needs of residents and guests of Mountain View.
- You are respectful and mature.
- You are observant and pay attention to detail.

What You'll Do

- Provide exceptional customer service.
- Open and close City facilities, monitor facility users, assist with setups for events; enforce on-site rules and regulations, and other duties as assigned.
- Communicate facility policies and procedures to facility users and guests.
- Maintain a safe and pleasant environment for guests of City facilities.
- 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

- A flexible work schedule with ability to work around other jobs and commitments.
- A 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 or to the Human Resources Division; City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. If you have questions regarding the position, please contact the Recreation Division, 201 S. Rengstorff Avenue, Mountain View, CA 94040, (650) 903-6331. Application materials will be screened on a continuous basis. This recruitment may close at any time.

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 a preemployment process, including employment verification 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 provide a brief description on what led you to apply for the position of Building Attendant with the City of Mountain View.
2. This position requires the availability to work nights and weekends, but also offers day-time shifts seasonally. Please provide your current availability.