



# City of Mountain View

Now accepting applications for:

## BUILDING ATTENDANT (HOURLY)

\$17.96 to \$20.92 Hourly

### Why Mountain View?

Because where you choose to work, matters. Because you want to surround yourself with passionate, mission-driven colleagues committed to providing excellent service to the community and each other. Because you want to apply your talents in a place where words like “wellness” and “innovation” are not merely nice sentiments, but are ideals we strive to achieve in everything we do.

### APPLY NOW!

Submit your application and resume online at [caloops.org](http://caloops.org) or to the Human Resources Department; City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. Please provide a valid email address on your application. Application materials will be screened on a continuous basis. This recruitment may close at any time. Depending on the number of applicants this process may be altered.

### CULTURAL IDEALS:

- Empower People
- Foster Collaboration
- Support Continuous Learning
- Enhance Our Community
- Champion Wellness
- Lead with Empathy
- Embrace Change & Innovation

### What's the Role?

We are seeking 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. 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. This position offers a flexible work schedule with ability to work around other jobs and commitments and a fun and dynamic work environment that constantly changes. No two shifts will be the same!

### The Essentials

- Equivalent to the completion of the 12<sup>th</sup> grade
- Valid California Driver License and reliable transportation
- Must be at least 18 years old
- The ability to lift and move over 25 pounds
- Availability to work flexible hours including nights and weekends.

### 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.

### Are We a Match?

- 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**

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<https://www.linkedin.com/company/city-of-mountain-view/>

Fine Print. Depending on the number of applications, the above process may be altered. Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Department 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 pre-employment 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 requires all employees to be fully vaccinated against COVID-19. This mandate allows for limited exceptions.** NOTE: The provisions of this bulletin do not constitute an expressed or implied contract, and any provisions contained in this bulletin may be modified or revoked without notice.