



City of Mountain View

Now accepting applications for:

BUILDING ATTENDANT (RENGSTORFF HOUSE)

\$18.15 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 “innovative” 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 calopps.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. 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.

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** and **reliable** individual to join the Recreation Division for the position of Building Attendant with the City of Mountain View. This is a part-time and unbenefited position not to exceed 1,000 hours per fiscal year. You will join a service-oriented, team environment of other experienced, hourly employees, and work at the Rengstorff House, assuring that facility users and guest have a quality experience. This position is requires the ability to work flexible hours including nights and weekends.

The Essentials

- 18 years of age and equivalent to completion of the 12th grade.
- Possession of valid Class C Driver License and/or reliable transportation.
- Excellent communication skills and ability to deal effectively and courteously with the public.

Bonus Points

- Bilingual in Spanish.
- Event planning and/or security experience a plus.

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.

Are We a Match?

- 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.
- You are able to work with minimal supervision.
- You understand and carry out written and oral instructions.

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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.