



We invite applications for the position of:  
**BUILDING ATTENDANT (HOULRY)**  
**(SENIOR CENTER)**  
**PART-TIME/ FLEXIBLE HOURS**  
\$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 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. You will join a **service-oriented, team environment** and work at the Senior Center, assuring the facility patrons have a quality experience.

### What You Bring

- You are at least 18 years of age.
- Education equivalent to completion of the 12<sup>th</sup> grade.
- Possession of a valid Class C driver license and reliable transportation.
- Have the ability to lift and move over 25 pounds.
- Open availability to work, Monday through Thursday from the hours of 4:00 p.m. to 9:15 p.m.

### Bonus Points

- The ability to work flexible hours including weekends is a plus!

### Who You Are

- You have a positive attitude and enjoy meeting new people.
- You have excellent communication skills and ability to deal effectively and courteously with the public.
- 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 judgment while addressing the needs of residents and guests 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

- Open and close 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 pleasant environment for guests of the Mountain View Senior Center. Also, potentially Mountain View Community Center, Rengstorff House, and Adobe Building.
- 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. 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 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 question and submit with your application. Please limit your response to one page per each question or less.**

1. This position requires the availability to work Monday through Thursday between the hours of 4:00 p.m. to 9:15 p.m. Please provide your availability to work based on this schedule. Be specific.