



CITY OF YUCAIPA

Temporary/Part-Time
Public Service Employee I
Building Attendant-Community Center

THE JOB:

Under the direction of the Community Services Coordinator, the Building Attendant is responsible for the supervision of the Yucaipa Community Center's activities. The typical duties of this position include:

- Ensuring patron and public safety;
- Operating a computerized system;
- Having excellent public relations skills;
- Assisting with clerical duties;
- Assisting with minor janitorial maintenance of the facility;
- Providing excellent customer service to all patrons who enter the facility.

REQUIREMENTS:

Must be 18 years of age or older.

Able to work a flexible schedule.

Possess or obtain a First Aid/CPR/AED certification within 60 days of employment.

COMPENSATION:

\$11.00 per hour, maximum of 950 hours per fiscal year

APPLICATION PROCESS:

City of Yucaipa job application and supplemental questionnaire can be found at www.yucaipa.org. Please be sure to complete and sign both the application and supplemental questionnaire before submitting to:

City of Yucaipa
Attn.: Personnel Division
34272 Yucaipa Blvd.
Yucaipa, CA 92399

If you have any questions regarding this position, please contact Mary Johnson, Community Services Coordinator, at (909) 790-7460 ext. 330.

Interviews will be performed intermittently as applications are received. Job open until filled.