

MONTEREY SPORTS CENTER
301 E. FRANKLIN ST.
MONTEREY, CA 93940

JOB OPPORTUNITY
EOE
(831) 646-3730

DESK ATTENDANT
Part-time position
FLSA Status: Non-Exempt

SALARY: \$14.00 per hour

POSITION SUMMARY: The part-time Desk Attendant position greets guests at the Monterey Sports Center. Duties include a high volume of public contact, receiving and accounting of monies received and computer data entry.

ESSENTIAL FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Greet guests of the Monterey Sports Center, explain facility uses, and register guests for classes or daily use; assists guests as needed.
- Follow opening and closing procedures and operate facility PA system and multi-line telephones.
- Perform registration data entry and collect and account for fees.
- Monitor facility security system, possible facility hazards and cleanliness.
- Meet and deal tactfully and effectively with the public.
- Perform other job-related duties within the scope of this job classification as assigned.

EMPLOYMENT STANDARDS:

- Graduation from High School or GED equivalent.
- Experience with cash registers, multi-line telephones, computers, data entry, and operational knowledge of office machines.
- Strong customer service experience required.
- Must be able to provide own transportation to and from work.
- Must be able to attend in-service trainings.
- Be able to work as part of a professional team and collaborate effectively with peers, possess excellent public relations skills, and render consistent and logical decisions.
- Be able to meet personal appearance and dress standards of the department.
- Be self motivated, and able to work well independently and as part of a team.

LICENSE/ CERTIFICATION: Candidate must possess a CPR/AED Certification from a credited organization within 6 months of employment. The Monterey Sports Center offers free classes for new employees on an as-needed basis.

HOURS: Candidate must be able to work a varied schedule, including weekends, evenings, and holidays. Weekly work shifts will generally be scheduled between the following hours:

Mon. – Fri: 5:00 a.m. – 10:00 p.m.
Sat: 6:30 a.m. – 6:30 p.m.
Sun: 8:00 a.m. – 6:30 p.m.

PART-TIME BENEFITS: **Sick Leave:** After 90 days from an employee’s hire date, and once an employee has worked a total of 30 days, the employee is entitled to 3 days (24 hours) sick leave per fiscal year. Sick hours do not roll over to the next year and therefore must be utilized or forfeited annually.

Retirement: ICMA Retirement Corporation 457 Plan. City pays 3.75% and employee pays 3.75% contribution. The City does not participate in Social Security except for the required Medicare portion, which equals a 1.45% employee contribution and a matching contribution by the City.

PART-TIME EMPLOYEE STATUS: This is a part time position, outside the civil service system and is therefore considered an “at-will” employee status position. Employment may be terminated with or without cause or notice, at any time, at the will of the City of Monterey, in its sole discretion.

APPLICATION PROCEDURE: Candidates must submit a completed City of Monterey application form to the Monterey Sports Center. No FAX’s will be sent or received. Resumes alone are not acceptable. Apply at the Monterey Sports Center, 301 E. Franklin St., Monterey, CA 93940, (831) 646-3730.

OPEN UNTIL FILLED (no deadline)

SELECTION PROCEDURE: Applicants will first be evaluated by the information submitted on the application. Those who demonstrate the most closely related experience will be invited to participate in an interview.

LOYALTY OATH: All prospective employees must sign a City of Monterey loyalty oath upon appointment to the position.

PHYSICAL EXAMINATION: None.

EMPLOYEE FINGERPRINTING: All applicants are required to successfully complete a Live Scan prior to proceeding with paperwork and training.

EMPLOYMENT ELIGIBILITY: Pursuant to the Immigration Reform Act of 1986 employees must show proof of identity and eligibility to work in the United States.

This bulletin is for informational purposes only and does not supersede rules, regulations, ordinances and resolutions currently in effect.

The City of Monterey is an Equal Opportunity Employer