

Work Study Job Description

Job Title	MICEC Facility Attendant
Organization Name	City Of Mercer Island
Job Location	Mercer Island Community & Events Center
Address	Mercer Island WA 98403
Pay Rate	\$12.00 - \$12.00
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Rachel Gilbert
Phone Number	206-275-7609
Email Address	rachel.gilbert@mercergov.org
Website	

Nature of Organization

City of Mercer Island.
Mercer Island Community and Event Center

Duties and Responsibilities

The part time position of facility attendant is a vital and creative one, ensuring the success of operations at the Mercer Island community & event center (MICEC). The ideal candidate thrives in a fast paced environment, and welcomes new learning opportunities every day. The facility attendant delivers excellence in five general areas. 1. Facility attendant duties. 2. Front desk reception. 3. Customer service. 4. Recreation registration and rental reservation. 5. General administrative support, and other duties as assigned.

Minimum Qualifications

Completion of nationwide and Washington state criminal history background check. Completion of I 9 form. Knowledge of general office procedures, and able to use office machines (e.g. copy machine, fax, adding machine). Works with others in friendly and professional manner. Approaches work with a positive attitude. Actively listens and contributes to team work. Possesses strong communication skills and ability to work independently or with a team.

Educational Benefits

Students will learn basic and advanced customer service in a thriving community center atmosphere, organizational, team building, management, and administration skills needed to succeed in the work force.

How to Apply

contact mercer island

Job Number: 60MEIS01 | Category: Office & Administrative | Program: Community Service - STA |
Reimbursement Rate: 60%