

NORTH TEMPE MULTI-GENERATIONAL CENTER
ADMINISTRATIVE CLERK

Opening Date: June 14, 2019

Closing Date: Applications will be accepted until the needs of the City are met.

Hourly Wage: \$12.00 hour

Hours: Various shifts. Monday through Saturday from 7:30a.m. to 9:00p.m.
Schedule will vary from 10-20 hours per week.

Minimum

Qualifications: Requires customer service experience and possess computer skills i.e. word, excel; and the equivalent to completion of the 12th grade.

- Provide customer service
- Communicate clearly and concisely, both orally and in writing
- Able to follow established policies and procedures
- Able to understand and carry out oral and written directions
- Able to establish and maintain cooperative working relationships with public, staff and facility partners.
- Current First Aid/CPR/AED certification is required or ability to obtain with 90 days of hire

Essential

Job Functions:

- Answer multi-line phone
- Serve the public by providing information concerning the facilities, programs and policies
- Enter date and program registration information into computer
- Set up rooms: Lifting and moving chairs, tables and program equipment (up to 50 pounds)
- Assist with facility projects
- Attend monthly staff meetings
- Assist with meal set up, clean up, service, participant registration, and collection of monetary donations.
- Ability to obtain Food Handler's Card within 90 day of hire

Submit Application to:
North Tempe Multi-Generational Center
1555 North Bridalwreath Street
Tempe, AZ 85281
Phone: 480-858-6500
Fax: 480-858-6545
Email: rick_oliphant@tempe.gov