
Facility/Front Desk Monitor

Part-time Employment

- Hourly Wage: \$8.25 per hour
- Hours/Location: Typical weekly schedule: 8 to 20 hours (seasonally – during class sessions). Hours will be assigned at the Vihel Center (3340 South Rural Road). Availability: one to two evenings Monday-Thursday: 5:45 to 10 p.m. One or two Saturdays per month: 8 a.m. to 5 p.m. Monthly schedule varies depending on events and needs.
- Requirements:
- General customer service experience.
 - Completion of grade 12 or equivalent.
 - CPR and First Aid Certification preferred, but not required.
- Additional Requirements:
- Ability to:
- Provide courteous customer service.
 - Communicate clearly and concisely, both orally and in writing.
 - Learn and correctly interpret and apply policies and procedures.
 - Establish and maintain cooperative working relationships with public and staff.
 - Understand and carry out oral and written directions.
 - Use moderate physical exertion in lifting (up to 50 pounds) and moving equipment such as chairs, tables and program equipment.
- Representative Essential Functions:
- Act as Cultural Services representative at Vihel Center.
 - Answer the telephone and serve the public by providing general and specific information concerning facilities, programs and policies.
 - Coordinate and respond to any user or building emergencies including participant and/or staff injuries.
 - Complete projects such as mailings, filing, collation, stock inventory and other similar tasks.
 - Open and secure community facility.

Applications may be obtained from and returned to:

Edna Vihel Center for the Arts
Attn: Facility Monitor Offering
3340 South Rural Road
Tempe, AZ 85282

Information: 480-350-5287

Committed to Equal Opportunity and Reasonable Accommodation