

City of Tempe Community Services
Part-Time Temporary Employment Opportunity



NORTH TEMPE MULTI-GENERATIONAL CENTER
ADMINISTRATIVE CLERK

Opening Date: December 6, 2024

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

Hourly Wage: \$16.10 hour

Hours: Various shifts. Monday through Saturday from 11:00 a.m. to 8:00 p.m.
Schedule will vary from 10-20 hours per week.

**Minimum
Qualifications:**

- Experience in customer service, cash handling, computerized Point of Sale system
- Computer knowledge – competency in Microsoft Office Software and the ability to learn Active Net Registration Software
- 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 within 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 days of hire

Submit Application to:
North Tempe Multi-Generational Center
1555 North Bridalwreath Street
Tempe, AZ 85288
Phone: 480-858-6500
Fax: 480-858-6545
Email: rick_oliphant@tempe.gov

The City of Tempe is an equal opportunity/reasonable accommodation employer.