



Job Posting

City of Mishawaka
600 East Third St
Mishawaka, IN
46544

POSITION:	Building Monitor	DATE POSTED:	07/22/2016
DEPARTMENT:	Park	DATE CLOSED:	08/19/2016
SALARY:	Part-time \$9.00 per hour		
HOURS:	Evenings and Weekends		

DEFINITION:

Assists with general office duties as needed at the Park Administrative office and monitor the building for rental users in the evening and weekends as needed.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Must be able to answer phones and give accurate information about programs and events
2. Must be able to work a flexible schedule including nights and weekends
3. Must be personable, have excellent people skills and must be comfortable with face-to-face interactions with the public

QUALIFICATIONS:

1. High School Diploma or GED Certificate
2. Experience working with the public
3. Customer service experience
4. General knowledge of City of Mishawaka park locations, schools and facilities

PHYSICAL REQUIREMENTS:

1. Must be able to sit or stand for extended periods of time
2. Must be able to lift 25 pounds

APPLICATION:

Resumes/applications may be submitted via email, fax, regular mail, or in person to:

Mail: Human Resources
City of Mishawaka
600 East Third Street
Mishawaka, Indiana 46544

Fax: (574) 254-0197

Email: gspiess@mishawaka.in.gov

Please be sure to indicate the position you are applying for in your cover letter and resume.