

# City of Spokane Valley Employment Opportunity

## POSITION: PART-TIME RECREATION ASSISTANT – CENTERPLACE HOST/HOSTESS

**ABOUT THE CITY:** Spokane Valley is a city with a current population of over 88,900 located on the eastern border of Washington State in the heart of the Inland Northwest. We pride ourselves on quality neighborhoods and schools, along with strong business and retail centers. Friendly people, natural surroundings and beautiful weather are part of what makes our community a favorite destination.

Spokane Valley is a high-performing organization, and employs the use of best practices. We are a workforce based upon loyalty, accountability and professionalism. We place a high value on customer service, and take a team-oriented, collaborative approach to the way we do business. If working for a fast-paced, evolving organization appeals to you, and you desire a work environment that is intellectually stimulating, respectful and rewarding, we urge you to complete an application.

**ABOUT THE POSITION:** CenterPlace is a 54,000 sq. ft. regional event facility has a variety of meeting and conference facilities. This facility will be used for regional conferences, meetings, banquets, weddings, fundraisers, events, performances, senior activities and more. CenterPlace has high tech audio/visual equipment, diverse facility rooms, layouts and an auditorium. Spokane Valley is seeking enthusiastic employees to serve as on-call part-time CenterPlace Hosts/Hostesses. These positions emphasize friendly, helpful and knowledgeable service. **The ideal candidates must have flexible hours to work on a casual on-call basis, including night and weekend shifts as assigned.**

**SELECTED EXAMPLES OF DUTIES:** CenterPlace Hosts/Hostesses are responsible for assisting in group needs while the event is in progress. Duties include set-up and tear-down of tables, chairs, food and beverage needs, etc., for meetings and special events; clean-up after events; general janitorial of CenterPlace facility; supervision of various types and sizes of events. Must be able to work independently, follow instruction, open and close the building and possess knowledge of computers. Must be able to communicate in a professional manner. Must be able to handle stressful situations. Perform other related duties as required. Needs to be conversant in safety and security procedures. **This is a part-time position requiring flexibility to work primarily night and weekend shifts.**

**DESIRED MINIMUM QUALIFICATIONS:** Education and Experience: Graduation from high school or GED. Experience in banquets, convention set-up or other related hotel experience a plus. Necessary Knowledge, Skills and Abilities: Ability to perform tasks accurately and with little direction. A willingness to expend extra effort.

**SPECIAL REQUIREMENTS:** Must possess a valid State driver's license or have the ability to obtain one prior to employment. Successful completion of drug screening and a background check, including a criminal check, is a requirement of employment at Spokane Valley.

**SALARY:** Salary will be \$8.55 per hour.

**BENEFITS:** The position is covered by Workers Compensation insurance and subject to Federal withholdings for Social Security, Medicare and income taxes. This is an at-will, non-represented, FLSA non-exempt part-time position in the Parks and Recreation Department.

**TO APPLY:** Interested and qualified persons are invited to submit a complete City application and list of five (5) work-related references (name and phone number) to: Human Resources, 11707 East Sprague, Suite 106, Spokane Valley, WA 99206. Applications are also accepted by fax at 509-688-0295. A résumé may be submitted, but does not replace the application form found at [www.spokanevalley.org](http://www.spokanevalley.org) click on Employment.

**APPLICATION DEADLINE:** Apply immediately. Posted August 5, 2009. Positions continually open for pool of eligible candidates. Positions work on an as needed, on-call basis.

*The City of Spokane Valley has a policy of limiting tobacco use in the workplace.  
We are an Equal Opportunity Employer*

**PLEASE POST**

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