

The City of Fruita is looking for a Guest Services Attendant to join our team at the Fruita Community Center. Duties include, but are not limited to: answering phones, greeting and registering guests, providing assistance with facility operations and rentals, enrolling customers in various activities, administrative duties and the ability to use a range of computer programs. Applicants must have excellent customer service skills, be versatile, and have good computer, data entry, and clerical skills. Applicants must have the following certifications or have the ability to be certified within 6 months of hire date: American Red Cross CPR/AED/First Aid. Applicants must be able to successfully pass a pre-employment background investigation as this position will work with youth and other vulnerable populations. This is a part time position that is evening and weekend hours. Hourly rate is \$9.63. Application deadline is 5:00 p.m., February 3, 2016. Submit a completed City application and resume (if desired) to Human Resources, City of Fruita, 325 E. Aspen, Fruita, CO 81521. EOE.