



Mendon City Corporation

P.O. Box 70, Mendon, UT 84325

Phone (435) 753-3449

www.mendoncity.org

Job Title:	Facility Coordinator	Location:	Mendon Station and Parks
Level/Salary Range:	Starting hourly rate of \$9.00/hr.	Position Type:	Part-time
Contact:	Traci Hillyard	Date Posted:	04/15/2021
Will Train Applicant(s):	Will Train Applicant(s)	Posting Expires:	When filled
Applications Accepted By:			
EMAIL: cityclerk@mendoncity.org		MAIL: Mendon Corporation 15 North Main Street PO BOX 70 Mendon, UT. 84325	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>Mendon City is looking for a part time facility coordinator. This person will work directly with the public after a reservation has been secured for the Mendon Station or any city facilities that are rentable such as Pioneer Park. They will need to be available to check after each rental and communicate/work closely with the city clerk. They will carry a city cell phone for two hours each evening, especially when the station is being used. It is anticipated that the job will require approximate 10 hours weekly.</p>			
<p>ADDITIONAL NOTES</p> <p>Please drop off resume at the city office. Tuesdays or Thursday 1:00-4:00 PM or 5:30-7:00 PM.</p>			