



## Part-Time MACC Attendant City of Mebane

### To Apply

To apply for the MACC Attendant position, please click the link below.

[MACC Attendant](#)

The City of Mebane is an Equal Opportunity Employer.

### The Opportunity

The City of Mebane is seeking an individual who will assist the Arts and Community Center Coordinator in the Parks and Recreation Department. This individual will provide customer service for facility rentals. This position requires a considerable degree of public contact, initiative in absence of a supervisor, independent judgment, and discretion.

**This position requires less than 1,000 work hours in a rolling calendar year.**

Responsibilities of the MAC Attendant include:

- Greets visitors; responds to questions about scheduling and renting rooms or areas.
- Answer phone(s) and direct calls to the appropriate staff person.
- Assist with set up and/or clean-up of rentals. Breaks down meeting rooms with chairs and tables.
- Assist patrons with audio-visual equipment and other equipment as necessary.
- Empties trash and recycling containers and removes litter from floors; inspects facility to ensure readiness and compliance with fire, safety, and building maintenance requirements; reports maintenance requirements or unsafe conditions to appropriate personnel.
- Keep restrooms stocked and clean.
- Accepts rental fees by cash, check, or credit cards; writes receipts, accounts for all monies collected. Ability to learn Recreation Software and online payments.
- May be required to work varied hours, weekends, or holidays to accommodate patrons.

### Qualifications

Graduation from high school or GED equivalency. Must be 18 years of age or older to apply.

Special Requirements:

- Must have a valid North Carolina Driver License.

Compensation

\$9.00 an hour