

**CITY OF RIPON
HOST/HOESSTESS
\$75 per event**

The City of Ripon is currently seeking applicants to provide host or hostess duties at the Community Center and Stouffer Hall. This individual will work one month on a rotating basis.

THE POSITION: This position performs varied duties at the Community Center and Stouffer Hall including: opening and closing the facility for various functions, must be in attendance for entire event, ensuring function participants restore premises to original cleanliness and order, maintain adequate supplies, and inspect equipment to be sure it is in proper working order.

QUALIFICATIONS: Education & Experience. Requires completion of high school or equivalent. **Knowledge & Abilities.** Must have the ability to think and act in a decisive manner. Must have the ability to communicate effectively with rental party and City staff. **Other requirements.** The ability to work weekends and evenings required and have flexible hours. Must have a valid California driver's license.

BENEFITS: There are no benefits available for this position.

APPLICATION PROCEDURE: A City of Ripon Employment application is required. Applications are available at Ripon City Hall or from our website at www.cityofripon.org. Submit to City of Ripon, 259 N. Wilma Ave., Ripon, CA 95366 or jobs@cityofripon.org.

APPLICATION DEADLINE: Until filled.

E.O.E

HOST/HOSTESS

DEFINITION

The host/hostess performs varied duties at the Community Center and Stouffer Hall including: opening and closing the facility for various functions, must be in attendance for entire event, ensuring function participants restore premises to original cleanliness and order, maintain adequate supplies, and inspect equipment to be sure it is in proper working order.

DUTIES

Communicate with City Hall representative in charge of reservations.

Communicate with renter prior, during and after event.

Ensure to restock and maintain adequate supplies provided by the City.

Inspect equipment to ensure it is in proper working condition.

SPECIAL REQUIREMENTS

The ability to work weekends and evenings required, depending on time of event.

Have flexible hours.

Possession of a valid California driver's license.

KNOWLEDGE AND SKILLS

Must have the ability to think and act in a decisive manner.

Must have the ability to communicate effectively with rental party and City staff.

EDUCATION AND EXPERIENCE

Requires completion of high school or equivalent.



**APPLICATION FOR EMPLOYMENT
CITY OF RIPON
AN EQUAL OPPORTUNITY EMPLOYER**

The City of Ripon is committed to the principles of equal opportunity and nondiscrimination in all employment practices. This means that applicants and employees are considered only on the basis of their qualifications and potential regardless of race, color, ancestry, religion, sex, national origin, marital status, age, mental or physical disability, or perceived disability, medical condition, pregnancy-related condition, sexual orientation, or political affiliation or belief. For more information, contact the Personnel Department.

1. Answer all questions accurately.
2. All statements are subject to verification.
3. Incorrect statements may bar or remove you from employment.
4. Please print or type the requested information below.
5. Documents submitted will not be returned.
6. Resume is required.

RETURN COMPLETED APPLICATION TO:

PERSONNEL DEPARTMENT
259 N. Wilma Avenue
Ripon, CA 95366
(209) 599-2108

POSITION APPLYING FOR:

1. Name: _____

2. Present address: _____
(Street)

(City) (State) (Zip)

3. Home Phone: _____ Business or Message phone: _____

4. Email Address: _____

5. Have you ever applied for a position with the City of Ripon? Yes No

6. Are you a veteran of the U.S. military service? Yes No

7. Are you eligible for employment in the United States? Yes No

8. Drivers License _____
(Number) (Class) (Expiration Date) (State)

CHECK EACH TYPE OF WORK YOU WILL ACCEPT:			
Full-Time <input type="checkbox"/>	Temporary <input type="checkbox"/>	Night <input type="checkbox"/>	Weekend <input type="checkbox"/>
Part-time <input type="checkbox"/>			
ARE YOU AT LEAST 18 YEARS OF AGE?			
YES <input type="checkbox"/>		NO <input type="checkbox"/>	

EDUCATION & TRAINING

<u>CIRCLE HIGHEST GRADE COMPLETED</u>		<u>NAME OF HIGH SCHOOL & LOCATION</u>		<u>GRADUATE?</u>	
HIGH SCHOOL: 9 10 11 12 COLLEGE: 1 2 3 4				YES NO GED	
NAME OF COLLEGE, BUSINESS, OR TRADE SCHOOL ATTENDED	CITY/STATE	MAJOR/SUBJECT	UNITS COMPLETED	DEGREE/CERTIFICATES EARNED	

Professional License, certificate, credential, or other qualifying education or training:

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EMPLOYMENT

Show your present job first, then list all other jobs in order, working down from most recent. Use a separate block for each job title held even if held within the same organization. Show experience for the past 10 years and also earlier experience which may pertain to the position for which you are applying. Use additional sheets if necessary. List any job related volunteer experience you may have had. If hours worked per week varied, give average. RESUMES WILL NOT BE ACCEPTED IN LIEU OF THE REQUIREMENTS OF THIS SECTION.

EMPLOYER'S NAME:		START DATE:		FINAL DATE:	
TITLE OF YOUR POSITION:		TELEPHONE NUMBER:		SUPERVISOR:	
ADDRESS OF EMPLOYER:			REASON FOR LEAVING:		
HOURS PER WEEK:	FINAL SALARY:		HOURLY <input type="checkbox"/>	MONTHLY <input type="checkbox"/>	MAY WE CONTACT? YES <input type="checkbox"/> NO <input type="checkbox"/>
DESCRIBE YOUR DUTIES:					

EMPLOYER'S NAME:		START DATE:		FINAL DATE:	
TITLE OF YOUR POSITION:		TELEPHONE NUMBER:		SUPERVISOR:	
ADDRESS OF EMPLOYER:			REASON FOR LEAVING:		
HOURS PER WEEK:	FINAL SALARY:		HOURLY <input type="checkbox"/>	MONTHLY <input type="checkbox"/>	MAY WE CONTACT? YES <input type="checkbox"/> NO <input type="checkbox"/>
DESCRIBE YOUR DUTIES:					

EMPLOYER'S NAME:		START DATE:		FINAL DATE:	
TITLE OF YOUR POSITION:		TELEPHONE NUMBER:		SUPERVISOR:	
ADDRESS OF EMPLOYER:			REASON FOR LEAVING:		
HOURS PER WEEK:	FINAL SALARY:		HOURLY <input type="checkbox"/>	MONTHLY <input type="checkbox"/>	MAY WE CONTACT? YES <input type="checkbox"/> NO <input type="checkbox"/>
DESCRIBE YOUR DUTIES:					

Certificate of Applicant: I hereby certify that all statements made on or in connection with this application are true. I understand and agree that any misstatements or omission of material facts may cause forfeiture of my eligibility for employment by The City of Ripon. By signing this application I authorize the City to complete any background check necessary for employment. I understand that this application is not intended to be a contract of employment.

Date

Signature