



2000 Forest Ridge Drive, Bedford Texas 76021,  
[www.bedfordtx.gov](http://www.bedfordtx.gov) (817) 952-2100

Open: October 11, 2012  
Close: When Filled

**JOB POSTING**  
**Rental Assistant**  
**Part Time – 14 Hrs. A Week**  
**Evenings & Weekends**  
**Hourly Salary: \$12.70**

**JOB SUMMARY:**

Coordinates and oversees various rentals with an emphasis on wedding rentals scheduled at the Old Bedford School in addition to monitoring the facility and activities during wedding rentals.

**MINIMUM QUALIFICATIONS:**

- High school education or equivalent; or up to one month related experience or training; Equivalent combination of education and experience. Event and/or wedding planning experience is preferred but not required.
- Must possess a demonstrated ability to communicate clearly and accurately with a variety of persons.
- Flexibility in schedule to primarily work evening and weekend rentals on an as needed basis.
- Must possess a valid Texas Driver's license.

**SKILLS AND EXPERIENCE:**

- Highly motivated individual possessing exceptional customer service skills
- Ability to handle registration and payments for rentals.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to carry out instructions furnished in written, oral or diagram form.
- Ability to type 30 wpm

**TO APPLY:**

Applications are available at City Hall, 2000 Forest Ridge, and Bedford and on our web site at [www.bedfordtx.gov](http://www.bedfordtx.gov).

*The City of Bedford is an Equal Opportunity/ Affirmative Action Employer*