

Job Posting

Position Title: Maintenance/Custodian, part-time, Operations Department

Date posted: July 24, 2024

Application deadline: August 4, 2024

Pay Rate: \$20.16/hour

Description

Do you take pride in your work, have an eye for detail, have maintenance/cleaning experience, and love to work with all kinds of people? Apply for this job if you are energetic – love going the extra mile—and if you want a job where every day is busy, and full of variety!

Essential Functions

- Perform varied tasks related to maintenance and cleaning of our building, such as cleaning restrooms, sweeping, mopping, trash and recycle collection, stocking supplies, relocating shelving, assembling and arranging furniture, patching/painting walls, adjusting clocks, changing HVAC filters, and more
- Shampooing of carpets and upholstered furniture
- Outside groundskeeping, litter pick-up, and clearing sidewalks of snow and ice as needed
- Setting up meeting rooms
- Positive attitude and experience in delivering outstanding customer service

Skills & Abilities: friendly, helpful, and willing to help co-workers and patrons; knowledgeable about cleaning procedures; motivated to work quickly with an eye for detail; basic computer and email skills; ability to read and write in English; excellent workplace attendance, dependability, and willing to accept change; manual dexterity; physical strength and agility sufficient to perform routine manual tasks; work ethically; exhibit mature and creative problem solving; ability to adapt to unexpected custodial situations

Hours: 19 hours per week, including mornings, afternoons, evenings, and weekends. The hours of this position can be flexible and will change as departmental needs change.

Required Qualifications

- **Must be age 18** or older.
- **Valid driver's license** and safe driving record.
- Previous maintenance/custodial experience required. Must clear required background check. Must be able to communicate appropriately with staff and patrons. Must be able to perform in a fast-paced environment and be on your feet the entire shift. Must be able to safely lift 50 pounds.

To Apply: Submit [application](#) to:

Gayle Tucker, HR Manager
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