

PLEASE POST ON EMPLOYEE BULLETIN BOARD

JOB POSTING

TEMP MAY BE HIRED UNTIL FILLED.

Position: Custodial Worker

Opening Date: May 23, 2016

Department: Public Buildings

Closing Date: June 7, 2016

Hourly Rate: \$7.25/Hour

Working Hours: This position involves working 40 hours per week. Will be required to work flexible work hours, including evenings and weekends as needed. May be required to rotate to other public buildings.

Under supervision, will perform manual work in the maintenance and cleaning of public buildings and grounds. Typical duties include:

- Sets up for events and attends events. Take down chairs and tables after the event(s) are over. Arranges storage areas and maintains count of tables and chairs.
- Dusts chairs, tables, shelves and other furniture and equipment; washes windows, walls and woodwork.
- Vacuums, sweeps and mops floors; collects and disposes of refuse and trash. Cleans kitchen (dishes, sink, cabinets, refrigerator) as needed.
- Maintain upkeep and appearance by blowing and raking leaves, clean cobwebs off public buildings and other related tasks concerning the upkeep of public buildings.
- Perform other related duties in maintaining and cleaning of the city's public buildings.

Apply at City Hall Personnel Office, 222 Broad Street, Monday – Friday from 8:30 AM to 4:30 PM.

FRINGE BENEFITS INCLUDE MEDICAL INSURANCE, LIFE INSURANCE, RETIREMENT, VACATION, HOLIDAYS AND SICK LEAVE.

THE CITY OF SELMA IS A CERTIFIED DRUG FREE WORKPLACE