

**NOTICE**

There is a job vacancy at the **BAY COUNTY COMMUNITY CENTER**.

**JOB TITLE: PART-TIME COMMUNITY CENTER ATTENDANT/CUSTODIAN\***

**RATE OF PAY: \$10.95 per hour entry, progressing to \$12.91 per hour after 6 years (TS04)**

\*16-24 hours per week (subject to change); **generally scheduled weekends**

This part-time position with limited benefits is included in the USW Part-time County unit, although membership in the union is voluntary.

**GENERAL SUMMARY:**

Performs a variety of tasks to assist in the operation of the Bay County Community Center. Performs routine support tasks to assist in initiating recreational activities.

**TYPICAL DUTIES:**

1. Responsible for the accurate collection of building fees, filling out deposit advice and deposits.
2. Provides routine information and direction for Community Center activities.
3. Assists Community Center staff in preparing for activities and sets up rooms and equipment such as numerous tables and chairs set up for parties and functions required.
4. Enforces all building rules and regulations with all building participants.
5. Maintains a neat and orderly control desk.
6. Dust mops and wet mops floors and stairways and operates vacuum to clean carpet areas.
7. May strip floors of old wax, apply fresh wax and operates power buffer.
8. Dusts and sanitizes fountains, restrooms, locker rooms and replenishes supplies and dispensers.
9. Checks lights and secures windows and building entrances after cleaning or on a regular schedule.
10. Reports irregular activities and advises supervisor of conditions requiring major maintenance or repair.
11. Responsible to answer the telephone in a proper manner and provide public with accurate information on community center activities.
12. Snow removal and salting sidewalks during winter months may be required.
13. All other duties as assigned.

The above statements are intended to describe the general nature of work performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

**QUALIFICATIONS:** Some experience is preferred in cleaning large buildings or office complexes. Ability to work with minimal supervision. Must be willing to work weekends. Applicants may be required to take written and/or other examinations.

**Physical:** Must be able to move objects up to 50 pounds occasionally with or without reasonable accommodations. This position requires sitting, being mobile, bending and/or standing for significant periods of time.

Make application online at [www.baycounty-mi.gov](http://www.baycounty-mi.gov) or in person/via US Mail at the Bay County Personnel Department, 515 Center Avenue, Bay City, MI 48708 no later than **4:00 p.m. Friday, April 17, 2015.**

**BAY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

"Bay County is an equal opportunity employer. It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public."