

July 22, 2015

F.L.S.A.: Non-Exempt

NOTICE

There is a part-time job vacancy at the **BAY COUNTY CIVIC ARENA.**

JOB TITLE: **Part-time Attendant/Custodian**

RATE OF PAY: **\$8.15 per hour**

This is a part-time, non-represented position with no benefits. Hours are variable; typically 10 hours per week (Tuesday and Thursday 6:00 a.m. - 11:00 a.m.).

GENERAL SUMMARY:

Under the supervision of the Building and Grounds Supervisor and direct supervision of the Civic Arena management, performs a variety of cleaning tasks to keep the Bay County Civic Arena in a clean and orderly manner at all times.

TYPICAL DUTIES:

1. Dust and wet mop floors, operate vacuum to clean carpet areas.
2. Operate a floor scrubber around ice rinks, locker rooms and entire lobby area.
3. Dust furniture, empties wastepaper baskets in all offices, lobby and arena areas daily.
4. Clean all toilets, urinals, sinks and shower stalls in locker rooms and public restrooms.
5. Cleans both rinks, including washing windows, glass, all dasher boards, walks, bleachers, penalty box and players benches.
6. Keep the lawn area and parking lots clean by picking up trash and debris.
7. Snow removal and salting of sidewalks during winter months when necessary.
8. Assists Civic Arena staff for preparation of parties and functions in community rooms by setting up tables and chairs and afterwards to clean up.
9. May be asked to answer phones in a professional manner and provide the public with accurate arena information.
10. All other duties as assigned.

The above statements are intended to describe the general nature of work being 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 and special events. 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, twisting and/or standing for significant periods of time. Must have valid Michigan operator's license and be able to pass a drug test.

Make application online at www.baycounty-mi.gov or in person/via US mail at the Bay County Personnel Department, 515 Center Avenue, Bay City, Michigan 48708-5121 no later than **4:00 p.m. Wednesday, August 5, 2015.**

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."