

**NOTICE**

There is a job vacancy at the **BAY COUNTY FAIRGROUNDS AND JUVENILE HOME.**

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

**RATE OF PAY: \$10.63 per hour, progressing to  
\$12.53 per hour after six years (TS04)**

**\*Generally, 16 or more hours per week, subject to change. This is a second shift position (9:00 p.m. to 1:00 a.m./Tuesday through Friday) at the Juvenile Home and weekends at the Fairgrounds. Note: During the summer months, you may work every weekend at the Fairgrounds.**

**Union Membership:** *United Steelworkers of America, Part-time Unit, Local #15157*

**GENERAL SUMMARY:**

Under the direct supervision of the Buildings & Grounds Director or designee, performs a variety of tasks to assist in the operation of the Bay County Fairgrounds. Performs routine cleaning of canteen, outside bathrooms and buildings throughout the grounds. May be assigned to work as custodian in any other buildings or on any other grounds. Performs custodial duties at the juvenile home. May be required to drive a county vehicle to make deliveries and run errands.

**TYPICAL DUTIES:**

1. Opens canteen for viewing to prospective renters.
2. Opens merchants building for winter storage on appointment basis. Accepts payment and issues receipts.
3. Cleans and inspects kitchen equipment as needed.
4. Performs inventory check with all renters or users to insure no equipment is missing.
5. Carries pager for quick contact by renters and county staff.
6. Assists in preparing for activities and sets up rooms and equipment.
7. Maintains a neat and orderly supply room.
8. Dust mops and wet mops floors and operates scrubber to clean floors.
9. May strip floors of old wax, apply fresh wax and operate power buffer.
10. Dusts and sanitizes fountains, restrooms and replenishes supplies and dispensers.
11. Checks lights and secures windows and building entrances after cleaning or on an as needed basis. Follows all rules and instructions regarding security in all buildings worked with special security at the juvenile home.
12. Reports irregular activities and advises supervisor of conditions requiring maintenance or repair.
13. Provides routine information and direction for activities at fairgrounds when necessary.
14. Sweeps, mops and cleans out buildings throughout the fairgrounds after each event.
15. Performs custodial functions at the juvenile home as directed and assigned by supervision. May also be assigned to other buildings or grounds not herein specified.
16. May shovel snow and salt walkways.
17. Periodically performs thorough cleaning of resident sleeping rooms.
18. 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:** Must be able to lift and move up to 100 pounds, climb ladders, shovel, and perform vigorous cleaning duties requiring stamina and kneeling, bending, and standing for long periods. Individual must be able to work with minimal supervision. Valid Michigan driver's license. Must be willing to work weekends and nights and be on-call for the Fairgrounds. Applicants may be required to take written and/or other examinations.

Interested parties should contact the Bay County Personnel Department, 515 Center Avenue, Suite G102, Bay City, MI 48708 no later than **4:00 p.m., Thursday, August 28, 2008.**

**EQUAL OPPORTUNITY EMPLOYER**

"BAY COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF HANDICAPPED STATUS IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN, IS PROGRAMS AND ACTIVITIES."