JOB ANNOUNCEMENT

PT/NIGHT/WEEKEND CLEAN UP WORKER
(PART-TIME)

DEPARTMENT:	Parks and Recreation	**POSTING DATE:**	February 8, 2017
JOB CODE:	023-6149	**HOURLY RATE:**	$9.00
WORK STATUS:	Part-Time	**APPLY BY:**	Open Until Filled

APPLY IN PERSON AT:
CITY OF GAINESVILLE CIVIC CENTER
830 GREEN STREET, GAINESVILLE 30501
For additional information about this position or the application process, call 770-531-2680.

JOB SUMMARY:

Sets-up, cleans, and maintains Gainesville Civic Center, Fair Street Neighborhood Center, and Martha Hope Cabin according to customer specifications and guidelines set by Operations Manager.

MAJOR JOB RESPONSIBILITIES: (All incumbents may not perform all duties.)

Will work weekends – including Friday, Saturday and Sunday according to event schedules. May be a flexible night of working one night during the week.

Sets-up meeting rooms, ballroom and areas for scheduled events by setting up chairs, tables, podiums, risers, A-V equipment, sound and microphones for all events according to customer requests; moves tables, chairs, and other items to event areas.

Cleans up after events; breaks down set-ups – including vacuuming/mopping floors, picking up trash, cleaning restrooms and emptying trash cans, stacking and storing tables, chairs, podiums, risers, tables coverings, etc.

Performs other maintenance projects as may be directed by the Operations Manager / Facility Services Manager or Administrative Division Manager.

Performs other related duties as required.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

No experience required.

Licenses and Certifications:

Valid Class C Driver's License and a satisfactory Motor Vehicle Record (MVR)

Knowledge, Skills and Abilities:

Ability to read and write.

Knowledge of proper cleaning techniques such as solutions to use.

Knowledge of building and security system.

Knowledge of operation of sound and light systems.

Skill in operation of vacuum cleaners; carpet cleaners and floor scrubber.

Ability to follow both written and oral instructions.

❖ THIS IS A PART TIME POSITION AND NOT ELIGIBLE FOR BENEFITS ❖

Due to Georgia State Law, all applications are subject to public disclosure.

Only candidates to be interviewed will be contacted.

As part of our hiring process, all applicants will be required to undergo a thorough background investigation which includes but is not limited to some or all of the following: contacting past employers, work and personal references, education, criminal history, motor vehicle record, and credit check. The City of Gainesville reserves the right to disqualify any applicant based on information discovered during the background investigation. Standard City of Gainesville hiring practices shall apply to all applicants.

The City of Gainesville is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring, promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, national origin, gender, religion, disability, military service, or any other category protected by federal, state, or local law.