



# JOB ANNOUNCEMENT



## P/T CUSTODIAN / STAGEHAND PARKS AND RECREATION

<b>Posting Date:</b>	November 30, 2015	<b>Job Code:</b>	PT-CS-302
<b>Closing Date:</b>	Open Until Filled	<b>Grade:</b>	0001 – Non-Exempt
<b>Pay Range:</b>	Hourly : \$8.00	<b>Work Status:</b>	Part Time

**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.**

This position is classified as safety-sensitive. Incumbent will be subject to random drug/alcohol testing.

### JOB SUMMARY

Cleans and maintains the Frances Meadows Center for public use by assuring all necessary custodial tasks are completed on a daily basis and in a timely manner. Performs routine, semi-skilled labor before, during and after events scheduled at the center. Performs a variety of indoor/outdoor tasks, cleans bathrooms and using some small hand-operated power tools. Performs duties assigned to include maintenance and set-up. Performs other related duties as required.

### MAJOR JOB RESPONSIBILITIES

Cleans bathrooms including scrubbing and cleaning urinals, toilets, mopping the floor, emptying the trash, wiping the mirrors, and cleaning the sinks; replaces all paper products including toilet paper and hand towels as necessary.

Sweeps and mops, cleans under bleachers and seating area of bleachers.

Empties the trash, vacuums the floor and cleans all rooms and facilities including meeting rooms, and offices; sweeps and mops floors.

Dusts and cleans windows, walls, hallways, stairs, closets, shelves, and storage areas; polishes desks and railings as necessary.

Replaces all light bulbs and fixture; reports any unusual circumstances to supervisor.

Opens and locks the building each day after assuring no one is left inside.

Sets up tables and chairs for meetings as necessary.

Notifies supervisor of any stock that is low; receives and stores supplies.

May assist with watching citizens at social events and recreational activities.

Performs other related duties as required.

### MINIMUM QUALIFICATIONS REQUIRED

#### **Education and Experience:**

Ability to read and write.

No experience required.

#### **Licenses and Certifications:**

None.

#### **Knowledge, Skills and Abilities:**

Knowledge of cleaning, grounds keeping and maintenance methods and procedures.

Knowledge of the tools, materials, equipment and practices of custodial work.

Skill in operating hand, power tools and small equipment.

Ability to perform heavy lifting up to 50 pounds and perform routine cleaning.

Ability to follow simple oral and written instructions.

Ability to exercise care in the use of cleaning material.

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

*This job announcement should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification.*

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

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*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.*

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