



Human Resources Department  
Forms And Documents

HRP-03 Effective Date: 4/2/01

**POSITION ANNOUNCEMENT**

The following position is now open. Current employees interested in this position must submit an application within ONE WEEK of the announcement date. Applications for Employment are available at the Fairhope City Public Works Bldg, 555 So Section St., Fairhope, Ala., Monday through Friday, from 8:00 AM to 3:00 PM, or online at [www.cofairhope.com](http://www.cofairhope.com). Completed applications and resumes can be mailed to City of Fairhope, ATTN: HUMAN RESOURCES, P.O. Drawer 429, Fairhope, AL 36533, or faxed to: **(251) 990-0156**.

**Position Information**

Job Title: **Office Custodian** Department: **35**  
Job Status:  Regular Full-Time  Temporary Full-Time *If temporary, give required dates of service:*  
 Regular Part-Time  Temporary Part-Time *From: \_\_\_\_\_ To: \_\_\_\_\_*  
Standard Scheduled Hours: **4:00 PM – 8:00 PM** Days to be Worked: **Monday – Friday, (weekends as necessary)**  
**Starting Pay Rate: \$8.30- 10.48 hour** **Pay Grade 11**  
**Posted July 14, 2017** **until Filled**

**Position Description : General nature/purpose of work:** This is manual custodial work in the care and cleaning of the City of Fairhope’s Public Work’s Department and the city’s museum.

**Primary Responsibilities include:**

Cleans and maintains city buildings and facilities including restrooms	Cleans and dusts offices, rooms and other designated areas
Mops, sweeps, strips and waxes floors, vacuums carpets	Washes walls, windows and woodwork
Dusts furniture and office equipment	Replenishes bathroom supplies

**Machines and equipment to be used:**

Broom and dust pan, buffer, stripper, vacuum cleaner, carpet cleaner, and cleaning chemicals

**Minimum Qualifications:** Completion of two years high school attendance, graduation from a standard senior high school, or the completion of the General Educational Development (GED) preferred. One-year building cleaning experience; or a combination of education and experience equivalent to these requirements.

**Knowledge, Skills and Abilities:**

Some knowledge of cleaning materials, methods, equipment and procedures; some knowledge of the use and care of cleaning equipment; some knowledge of kitchen practices; ability to understand and follow oral and written instructions; ability to perform strenuous manual tasks; ability to establish and maintain effective working relationships with facility users, other employees and the general public, ability to provide to provide a safe and clean environment to customers and employees

**Physical Requirements:**

Work requires regular and at times sustained performance of physical tasks such a bending, stooping, kneeling, and occasional lifting or carrying of up to 40 pounds. Work requires repetitive reaching and physical dexterity and manipulative skills in the use of machinery such as floor buffers, vacuum cleaners, and other related equipment. Ability to lift over 50 pounds waist level.

*The City of Fairhope is an Equal Opportunity Employer, maintaining a Drug-Free Workplace. Pre-employment drug testing is performed. The City reserves the right to re-advertise positions or to not fill positions after advertising.*