



Human Resources Department
Forms And Documents

HRP-03 Effective Date: 4/2/01

This position announcement constitutes neither a written or implied contract of employment. The City of Fairhope reserves the right to revise, alter and/or change the job description for this position, as the City deems necessary.

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 City Public Works Building, 555 So. Section Street, Monday through Friday, from 8:00 a.m. to 3:00 p.m. or online at 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 fax to (251) 990-0156. Applications received after the closing date will not be considered.

Position Information

Job Title: Custodian Department: Recreation Center
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: Varies less than 20 hours Days to be Worked: Monday - Friday
Pay Grade or Range: \$10.00/ hr.

Position Description

Maintain the overall all cleanliness of the Administration Offices, Public Works Offices and City Musuem.

Primary duties and responsibilities:

- 1. Sweeps
- 2. Vacuums Mats and Carpets
- 3. Dust Mops
- 4. Wet Mops
- 5. Maintains all restrooms

Other duties and responsibilities:

- 1. Empties all trash and cleans containers
- 2. Replaces trash can liners, toilet tissue, and soap
- 3. Cleans ledges (dusts)
- 4. Cleans glass mirrors, doors, and windows
- 5. Request supplies when running low

Minimum Qualification Standards

Knowledge, skills and abilities:

Ability to comprehend verbal and/or written communications;
Ability to operate standard housekeeping equipment including vacuum cleaner, etc.
Ability to work weekends if necessary;
Ability to lift over 15 lbs.

Education, experience and training:

High school diploma or GED;
Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.
Must be 18 years of age
CPR/AED

Date of Announcement: 07/27/2017 Closing Date for Applications: Until filled

Pandora Heathcote
Human Resources

*The City of Fairhope is an Equal Opportunity Employer, maintaining a Drug-Free Workplace.
Employment with the City is conditioned upon the potential employee passing a controlled substance abuse test.
The City reserves the right to re-advertise positions or to not fill positions after advertising.
This announcement is not a contract of employment.*