



Human Resources Department
Forms And Documents

HRP-03 Effective Date: 7/8/13

Date Posted: 07/08/2013

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 will be accepted **ONLY** at the Fairhope Public Works, 555 S. Section St., Fairhope, Ala. 36532, Monday through Friday, from 8:00 a.m. to 3:00 p.m or may be faxed to (251) 990-0156. Applications may also be mailed to City of Fairhope, ATTN Human Resources, P.O. Drawer 429, Fairhope, AL 36533.

Position Information

Job Title: Custodian Department: Adult Recreation

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: 19 hrs, no standard schedule, some late nights Days to be Worked: Monday - Friday (some weekends)

Pay Grade or Range: \$10.00/ hr.

Position Description

General nature/purpose of work:

To provide janitorial services for the James P. Nix Center facilities as required

Primary duties and responsibilities:

1. Vacuum
2. Clean restrooms daily
3. Dusting
4. Mopping
5. Run Floor Machines
6. Ability to lift 40 lbs
7. Cleaning baseboards
8. Ability to work week-ends

Other duties and responsibilities:

1. As assigned
2. Wiping down all rooms
3. Cleaning mirrors
4. Polishing Silver

Machines and equipment to be used:

Floor machine, vacuum

Minimum Qualification Standards (Additional qualification standards are found on the job description.)

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;

Education, experience and training:

High school diploma or GED; OR
Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Date of Announcement: 07/08/2013 Closing Date for Applications: Until Filled

Pandora Heathcote

Human Resources

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.