

POSTING

Part-time Maintenance Position

Position Overview

Part time position working at the Proctor Area Community Center. There will be flexibility on exact hours of shifts depending on community center events and activities. 10-20/hr week.

Performs various cleaning tasks to care for and maintain facility. Responsible for maintaining a sufficient inventory of supplies and equipment.

Essential Duties and Responsibilities

1. Sweep, mop, or vacuum all floors within a designated area.
2. Empty and clean waste containers and remove refuse from the facility.
3. Vacuum and spot clean all carpets.
4. Thoroughly clean and maintain supplies in rest rooms.
5. Clean break room area including floors, walls, tables, chairs, and equipment. Remove all waste materials.
6. Maintain a minimal level of inventory(supplies and equipment). Can recommend equipment and supplies to purchase.
7. Note all repairs and adjustments needed and reports them to supervisor.
8. Other duties as may be assigned.

Key Competencies

Demonstrates attention to detail, identifies and resolves problems in a timely manner, gathers and analyzes information skillfully, develops alternative solutions, uses reason even when dealing with emotional topics, learns new skills to improve job performance, promotes a harassment-free environment, strives for personal and organizational excellence, maintains confidentiality, speaks clearly; listens and gets clarification, able to read and interpret written information, writes clearly, accurately, and concisely, displays willingness to make decisions, prioritizes and plans work activities, looks for ways to improve and promote quality; makes recommendations for improvements, accepts responsibility, follows or exceeds organizational standards, frustration tolerance, time management, teamwork and multitasking.

Qualifications and Education Requirements

- High School Diploma or GED.
- One year related work experience.
- OR -
- An acceptable combination of education and experience.

Wage

\$10/hr

For Application, Contact: City Hall 100 Pionk Dr Proctor, MN 55810 Attn: City Administrator by Friday 3/29/19

POSTED: 3/6/19