



City of South Bend

Vacancy Announcement

Post Date: Tuesday, March 17, 2015

Closing Date: Until Filled

JANITOR - ELBEL

Category: Part Time
Department: Parks
Reports To: Head Professional
Schedule: Varied schedule Sunday-Saturday, 5 AM-10PM based on operational needs.
Pay Rate: \$7.25-\$10.00/hr. (Non-exempt)

Position: **SUMMARY**
Responsible for janitor services for the office and premises of City golf courses.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Cleans offices, hallways, lobbies, restrooms, corridors, stairways and other work areas on a daily basis using the appropriate cleaning agents and land/power cleaning devices, to keep them in a clean and sanitary condition. Cleaning may include sweeping, mopping, vacuuming, washing, polishing, sanitizing etc.
- Replenishes paper towels, toilet paper, soap, paper cups and other consumable supplies in restrooms, kitchens and other areas where needed.
- Removes waste from the trash receptacles to outside dumpster.
- Secures tools and equipment necessary to perform building cleaning and maintenance to prevent loss, misuse, abuse or use by unauthorized persons.
- Monitors building and offices on a continuous basis during his working hours to detect hazardous and unsafe situations. Takes appropriate action to correct problems and notify appropriate supervisory or emergency personnel.
- Assume additional responsibilities as requested.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIREMENTS

- High School Diploma or equivalent education preferred.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Working knowledge of City or County government a plus.
- Ability to work well with others.

CERTIFICATES, LICENSE, REGISTRATION

- Valid Driver's License required.

EQUIPMENT

Various types of cleaning equipment mop, vacuum, broom, floor scrubber, shovel, and rake.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

WORK ENVIRONMENT

Work may expose the employee to loud noise levels while performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and humid conditions and toxic or caustic chemicals. Entire office is smoke free.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

All applications for currently posted positions will be submitted online at www.southbendin.gov or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

Pre-Employment Drug Screen Required
Comprehensive Background Check Required