

PART-TIME FACILITY WORKER

September 20, 2021

A part-time opening for the position of Facility Worker exists at the Ellis Center Division of Parks and Recreation, City of Laurel, MS.

The Facility Worker is a part-time, regular position at the Ellis Center. The immediate supervisor for this position is the Ellis Center Supervisor. The person in this position is supervised on a daily basis and has no supervisory authority. The Facility Worker works occasional overtime or night work when the workload demands it. The work for this position is typically indoors. The positions have accountability for monetary, fiscal, safety, and legal issues related to the work for which this position is responsible.

There is exposure to chemicals and/or hazardous materials on a less than monthly basis. This exposure includes, but is not limited to, cleaning chemicals and various other chemicals utilized by the department. The stress level associated with this position is average. Physical work involved with this position includes, but is not limited to walking and standing for long periods of time, bending, kneeling, climbing stairs, and lifting and carrying equipment and supplies.

Certification, Education, Experience

Certification: A valid MS driver's license is required for this position.

Education: A high school diploma or its equivalent is preferred for this position.

Experience: No experience is needed for this position.

Essential Duties and Responsibilities

Assist with Events

- Setting up and breaking down for events
- Maintain order at the facility during events

Provide janitorial services at the facility

- Remove debris and trash from the facility
- Sweep and/or mop floors, as needed
- Clean up specific messes, as reported by facility users
- Maintain cleanliness of restrooms

Assist with reception duties at facility

- Answer telephone; answer questions or direct to appropriate personnel
- Record reservations
- Assist facility users as they arrive at the facility
- Provide information about current and/or future events

Perform other duties as directed

Knowledge, Skills, and Abilities

Knowledge:

- Locations of other City properties
- Procedures and methods for cleaning various types of surfaces
- Proper storage and use of cleaning chemicals
- Programs offered by the Parks & Recreation Department
- Proper grammar and proper use of English in speaking and writing
- OSHA standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division, and multiplication
- General functions and operations of municipal government

Skills and Abilities

- Maintain order during facility events
- Use a multi-line telephone system to answer and transfer calls
- Prioritize daily work flow
- Work as a team member with other employees
- Meet specified or required deadlines
- Communicate effectively with residents, elected officials, and other City employees effectively, both orally and written
- Maintain confidentiality
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Follow departmental and City policies and procedures

Salary: \$7.61 hourly

Applicant must provide the following documents to Human Resources, 401 North 5th Avenue (3rd Floor City Hall) Room 302:

- ✓ **WIN Job Center referral**
- ✓ **Valid Mississippi Driver's License**
- ✓ **Social Security Card**
- ✓ **High School Diploma or Equivalent desired but not required**