

An opening for the position of **Part-time Facility Worker** exists at the Daphne Park Tennis Court / Oak Park Alumni Building in the Parks and Recreation Department, City of Laurel, Mississippi.

**Purpose of Position**

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Assist with coordinating events, provide janitorial and clerical services at the facility.

**Major Duties and Responsibilities**

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**Assist with registration process for events**

- Record registrants' information
- Record reservations
- Issue registration sheets to appropriate personnel
- Maintain order at the facility during events

**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**

**Job Context**

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The Facility Worker is a part-time, permanent position in the Parks and Recreation Department. The immediate supervisor for this position is the Parks and Recreation Superintendent. 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 person in this position is not on call. 80% of the work for this position is indoors; 20% of the work for this position is outdoors and requires work in all types of weather conditions. The position has accountability for 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 daily basis. This exposure includes, but is not limited to, various types of cleaner. The stress level associated with this position is average. Physical work involved with this position includes, but is not limited to, vacuuming, waxing, mopping, lifting athletic equipment, cleaning, and moving boxes. Physical activity for this position may also include sitting for long periods of time, climbing up and down stairs, bending, and kneeling.

**Certification, Education and Experience**

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**Certification:** A valid Mississippi driver's license is required for this position.  
Certification in CPR and First Aid is recommended for this position.

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

**Experience:** No experience is required for this position.

## **Knowledge, Skills and Abilities**

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### **Knowledge:**

- Proper operation or use of athletic equipment
- Location of departmental facilities
- Procedures and methods for cleaning various types of surfaces
- Programs offered by the department
- Proper storage and use of cleaning chemicals
- Proper grammar and proper use of English language in speaking and writing
- OSHA standards and regulations concerning the work of the department
- Mathematical skills, including addition, subtraction, multiplication, and division
- General functions and operations of municipal government

### **Skills and Abilities:**

- Maintain order during facility events
- Operate departmental cleaning equipment
- Prioritize daily work flow
- Work as a team member with other employees
- Meet specified or required deadlines
- Communicate effectively with residents, elected officials, other employees, etc., 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

### **Physical Requirements:**

*The physical requirements 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 of this position.*

- Ability to apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions
- Hearing ability sufficient to hold conversations with others in person and over a telephone
- Ability to bend, stoop, crouch occasionally
- Must be capable of extending the hands and arms in any direction, handling, seizing, holding, grasping, turning, or otherwise working with the hands/fingers.

*The duties listed in this job description are illustrations of the various types of work that may be required. The omission of specific statements of duties does not exclude them from the positions if the work is similar, related, or logical to the position. This job description is subject to change by the employer as the needs of the employer change.*

Salary: \$8.48 per hour

*The city of Laurel is an Equal Opportunity Employer. The City of Laurel does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of service.*

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**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 preferred**