

*A part-time opening for the position of Part-time Facility Worker exists at the Visitor's Center Division of Parks and Recreation, City of Laurel, MS.*

The Facility Worker is a part-time, regular position at the City of Laurel Visitor's Center. The immediate supervisor for this position is the 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 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:** A valid Mississippi driver's license is **required** for this position.  
CPR Certification and First Aid Training are preferred for this position.

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

**Experience:** No experience is required for this position. Customer service experience preferred.

### **Essential Duties and Responsibilities**

#### **Assists with reception duties at the facility**

- Greet and answer questions for visitors and guests with a professional, friendly, and welcoming demeanor.
- Determine the purpose of each person's visit and direct them to the appropriate location.
- Answers the telephone; provides information, guidance, and assistance; takes and relays messages or directs calls to appropriate personnel; returns calls as necessary.
- Provides information regarding events, services, restaurants, lodging, experiences, and availability to current and prospective visitors via phone, email, and in person.
- Maintains supply of current pamphlets, brochures, and maps; refills depleted supplies as needed; removes outdated materials for disposal.
- Assist facility users as they arrive at the facility
- Provide information about current and/or future events
- Provide other administrative and clerical support tasks.
- Perform basic filing and recordkeeping.
- Adhere to established City of Laurel safety procedures and policy to ensure the safety of employees and visitors at the Visitor's Center.
- Maintain daily visitor log.

#### **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

#### **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
- Programs and events provided throughout the City of Laurel and Jones County

- 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 workflow
- 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

#### **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: \$8.90 hourly

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*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.*

**Applicant must provide the following documents to Human Resources, 401 North 5<sup>th</sup> 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

*The City of Laurel retains the right to modify this job description as it deems necessary.*

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