

JOB TITLE: CIVIC CENTER SUBSTITUTE CARETAKER (Hourly: Non-exempt)

ACCOUNTABILITY: Under the direction of the Civic Center Manager.

JOB SUMMARY: In the absence of the Civic Center Manager or Civic Center Caretaker, is responsible for making the Civic Center Facility accessible to the public and community organizations, and securing the same before and after meetings; may assume duties of Civic Center Manager during his/her absence; performs other duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Responsible for coordinating and unlocking/locking doors before and after early morning and evening weekday meetings as well as weekend meetings; supervises activities in building on weekday evenings and on weekends; provides assistance to groups and organizations meeting in the building; assists with the setup of chairs and tables, and other equipment that may be needed/used by a group; inspects equipment to be used to insure it is safe and in proper working condition.

ADDITIONAL DUTIES AND RESPONSIBILITIES: Performs custodial care as directed; Maintains and monitors security both inside and outside of building and calls the proper authorities if necessary.

SKILLS/ABILITIES: Good oral and written skills to effectively communicate with the public; ability to work under adverse weather conditions; ability to move and carry furniture (e.g. tables and chairs); ability to climb ladders and work in a stooped, kneeled or crouched position; ability to maintain records.

TRAINING AND EXPERIENCE: Must be at least Eighteen (18) years of age. Six months experience in janitorial work, preferred or any combination of equivalent education and experience.

COMPENSATION AND HOURS OF WORK: The Civic Center is available for use between 7:30 a.m. and 11:00 p.m., seven days per week. Absence of the Civic Center Manager or the Civic Center Caretaker will determine the hours of work. The Manager will prepare the schedule for the Substitute Caretaker and advise him/her of the schedule in a timely manner. The position will be paid an hourly rate, when scheduled to work. The Caretaker position is part-time and therefore no benefits are provided.

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