

Job Title - Part-time Building Maintenance and Custodian

Job Description:

Responsible for repairing and maintaining property to ensure property is in safe, clean working condition. Required to perform preventative maintenance to avoid costly repairs; handling basic repairs and maintenance. Conduct routine inspections of premises, vehicles, and equipment. Keep building and property in clean and orderly condition.

Job Duties:

- Scrub, sanitize, and supplies restroom facilities
- Dust furniture, walls, and equipment
- Clean windows, mirrors, and partitions with soap and other cleansers
- Keep an inventory of cleaning and repair supplies
- Keep walls clean and free of stains - painting as needed
- Remove trash
- Keep building and property in clean and orderly condition
- Perform routine repair and maintenance activities
- Perform heavy cleaning duties
- Sweep, mop, scrub, or vacuum floors
- Notifies director regarding the need for repairs or maintenance of building
- Drive vehicles to help maintain vehicles
- Pickup supplies
- Maintaining drivers log
- Assist participants as needed
- Other duties as needed, required, or assigned

All duties must be performed with the highest level of integrity and adhere to the highest standards of excellence, principles and customer service. All duties will be executed in accordance with the City of Hamlet and Hamlet Senior Center's policies and procedures and adhere to all regulatory requirements.

Core skills:

- Basic computer skills (email, Microsoft Office Suite, Internet)
- Physically able to perform duties such as standing for long periods, squatting, bending and lifting heavy objects
- Lift 20+ pounds

Advanced skills:

- Valid driver's license
- Able to work 20+ hours weekly (no set schedule)

Must demonstrate a positive, professional appearance and attitude, sensitivity to participants' issues and feelings, and basic communication skills.

The Hamlet Senior Center welcomes great people without regard to disability, race, religion, age, gender, sexual orientation, national origin, military service, marital status, or any other characteristics, as protected by law. Please send completed city application and resume to slocklear@hamletnc.us. Applications can be obtained at Hamlet City Hall 201 Main Street or online at www.hamletnc.us. Drug testing, physical, and background check required.