



## **PART TIME POSITION**

**Position:** Janitorial  
**Salary:** \$8.50 – \$9.00 hr.  
**Schedule:** Daily (early mornings or evenings) about 2 hours a day.  
**Closing Date:** October 15, 2007 at 12:00 noon

### **GENERAL PURPOSE**

Under general supervision of the City Finance Director/Recorder, this employee will be responsible in cleaning the city office building and library.

### **ESSENTIAL FUNCTIONS**

1. Daily empties and cleans wastebaskets and removes trash to specified locations for proper disposal.
2. Spot cleans carpets and walls.
3. Cleans windows and glass.
4. Mops front entry, hall, and rest rooms. (Move mats at the office and clean under them.)
5. Cleans rest rooms daily.
6. Vacuum carpet areas.
7. Dusts office furniture and equipment.
8. Cleans light fixtures as needed.
9. Cleans debris from front and back doors - (city crew does snow removal).
10. Orders cleaning supplies or coordinates through office personnel.
11. Waters and cares for plants.
12. Cleans meeting room and restrooms above fire station.
13. Is governed by Salem City Personnel Policy.
14. Must be willing to attend all safety and other city employee meetings as needed.
15. Other items determined by office staff.

### **POSITION QUALIFICATIONS**

1. Must be able to work on their own.
2. Must know how to clean.
3. Must be detailed oriented.
4. Must be at least 18yrs.