



Tourism Custodial Staff

The tourism custodial staff member is an important part-time, without benefits, position for the Monroe County Tourism Department. The tourism custodial staff member will work 9 hours per week at the hourly rate of \$12.00.

Job Title	<i>Tourism Custodial Staff</i>
Reports to	<i>Administrative Assistant for Tourism</i>

Job Purpose

The main objective for the tourism custodial staff member is to work to create a clean, orderly, and safe environment by performing a wide variety of cleaning and maintenance activities at the Cherohala Skyway Visitor Center.

Duties and Responsibilities

- Maintain floors in a clean state by sweeping, scrubbing, mopping, and waxing them
- Empty and clean trash receptacles
- Clean, sanitize, and supply bathrooms
- Clean and sanitize water fountains
- Clean and service custodial equipment as needed
- Maintain walls, windows, display cases, shelves, etc. in a clean state by wiping, dusting, and/or scrubbing them
- Clean and sanitize doors, door knobs, and door handles
- Ensure grounds areas are clean, orderly, and safe
- Perform minor repairs on center items, buildings, and equipment
- Report any safety, sanitary, or fire hazards to the Administrative Assistant for Tourism
- Attend monthly meetings
- Other duties as assigned

Qualifications

Minimum qualifications include:

- High school diploma
- Ability to understand and follow verbal and written instructions
- Comfortable squatting, twisting, bending, and kneeling while using tools and performing tasks
- Possess working knowledge of the methods, technique, and materials used in custodial work
- Familiar with operating, caring for, and storing custodial equipment and supplies

Working Conditions

This position may require the need to work evenings, weekends, and outdoors.

Physical Requirements

This position may require the lifting of items up to 50 pounds and will require the ability to stand/walk for long periods of time.

Approved by:	
Date approved:	
Reviewed:	<i>12/23/2019 by Blaina Tallent Best</i>

