

# City of Moody

## Job Description

**JOB TITLE:** Janitorial  
**DEPARTMENT:** Civic Center

**FLSA:** Non-Exempt  
**SAFETY SENSITIVE:** Yes

*Job Description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.*

### **GENERAL SUMMARY**

To perform excellence in maintaining and cleanliness of the Moody Civic Center facility, general light maintenance and handle all set ups for events and functions. To perform excellent customer service to the general public, greeting guests, knowledgeable of Civic Center rules, and crowd control. Respond to emergency situations by immediately contacting a trained Civic Center Front Desk staff member. This is a part-time, non-exempt, hourly position and will have no supervisory responsibility. There are no benefits associated with this position.

### **SUPERVISION**

Under the general direction of Civic Center Director.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following duties are normal for this position. While this is intended to be an accurate reflection of the current job, management reserves the right to revise this job description.

1. Maintains cleanliness of the interior and exterior Moody Civic Center.
2. Handle the set up, and tear down of special events or activities with the ability to lift at least 75 pounds.
3. When encountering guests greet them in a friendly and professional manner.
4. Maintenance, repair, painting and light handyman work such as: changing bulbs, filters, cleaning goals.
5. Must be available to work varied shifts during operating hours as well as afterhours, weekends and holidays.
6. At all times, conducts themselves in a professional manner to reflect positively on members and guest's perception of the facility and City of Moody.
7. Adhere and comply with the City of Moody Policy and Procedures Manual.
8. Maintains knowledge of the Civic Center operations and rules.
9. Follows Moody Civic Center dress code at all times while on duty.
10. Must be available to work varied shifts during operating hours as well as weekends and holidays.
11. Promotes a teamwork environment; assists co-workers when necessary.
12. Ensure a safe and clean "first impression" of members and guests entering the facility.
13. Keep stock, including janitorial equipment, clean, neat and orderly.
14. Perform special projects and other ADDITIONAL duties as assigned.

## **MINIMUM JOB REQUIREMENTS**

18+ Years Old

### **EDUCATION**

High School Diploma or equivalent

### **EXPERIENCE**

Previous janitorial service experience desired

### **KNOWLEDGE**

Safe Work Practices

### **SKILLS**

Perform various clean-up and maintenance tasks  
Thorough knowledge of the occupational hazards  
Able to work under minimal supervision

### **LICENSES AND CERTIFICATES**

Possession of valid Alabama Driver's License or ID

### **ABILITY TO:**

- Work varied shifts as necessary
- Observe possible safety hazards, react and/or correct accordingly and notify Civic Center Manager
- Clean and maintain assigned park facilities
- Understand and follow oral and written instruction
- Communicate clearly and concisely, both oral and in writing
- Pass a drug test and criminal background screening

### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

Have the ability to show good character and integrity while providing and accepting supervision and guidance.

- Must be able to work outside
- Must be able to work alone and use sound judgment.
- Strong interpersonal skills.
- Ability to work with the public

Maintain physical condition appropriate to the performance of assigned duties and responsibilities that may include the following:

- Climbing stairs/ladders
- Able to lift, move, carry and push/pull objects weighing up to 75 pounds
- Operating assigned equipment
- Performing manual tasks for extended periods of time and in unfavorable weather conditions
- Exposure to air contaminants, noise, vibration, and temperature extremes
- Walking or standing for extended periods of time and must be able to use a mop and broom

I hereby acknowledge receipt and acceptance of the job description by signing my signature below.

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Employee Name

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Date