

THE CITY OF WEISER
IS CURRENTLY ACCPETING APPLICATIONS
FOR A VENDOME EVENT CENTER
CUSTODIAN/SET-UP TECHNICIAN

JOB DISCRPTION:

The Custodian/Set-Up Technician is responsible for the cleaning and setting up rooms, setting up and taking down tables, chairs and other equipment for events. This position ensures that the facilities are clean, including windows, walls, floors, bathrooms and kitchen appliances and equipment. The facility must present a positive customer oriented image and is prepared for all scheduled events. Applicant must be available at events to be of assistance to event users questions and needs. Applicant must be able to work days, evenings, weekends, and holidays as required. Works under the direction of the City Clerk/Coordinator and coordinates with the Weiser Chamber of Commerce for scheduled events.

DISCRPTION OF WORK:

The following is just a representative description of required work and is not restrictive to the duties:

- Coordinates with the chamber to set up rooms for rental, including chairs, tables and other equipment as required.
- Schedule working hours around events to assure users have all required equipment requested, shown proper use of equipment, including kitchen appliances and assist to answer any questions.
- Insure all kitchen flatware is properly sanitized, placed in proper storage area and inventoried.
- Monitor building operating system for energy efficiency.
- Preform maintenance on building and equipment as required.
- Schedule any major repairs with the Public Works Director.
- Responsible for maintaining clean and sanitized restrooms and kitchen.
- Clean walls, partitions, and doors.
- Vacuum all carpets and spot clean as required.
- Scrub, mop, and wax all non-carpeted areas as needed.
- Empty trash containers, clean all window glass and mirrors.
- Refill paper product dispensers, soap dispensers.
- Dust window ledges and all areas the may collect dust.

REQUIRED ABILITIES, KNOWLEDGE, and SKILLS:

- High School Diploma or GED.
- Valid Idaho Drivers License.
- Must be able to lift 75 pounds.
- Able to move or carry heavy tables, chairs and equipment.
- Physical ability to climb ladders, stand and walk for long periods of time,
- Must have fixable work schedule to work days, nights, weekends and holidays.
- Handle cleaning chemicals that may be dangerous if not handled properly.
- Follow written and oral instructions.
- Ability to keep accurate records and reports
- Must have outstanding public relation skills.

The City of Weiser is now accepting applications for this position. Closing date is November 6th 2020. Applications are available at Weiser City Hall during regular business hours or at cityofweiser.com. The City of Weiser is an equal opportunity employer.