

NOW HIRING

CITY OF HEDRICK

COMMUNITY CENTER CUSTODIAN

Duties: It is the custodian's responsibility to maintain the Community Center and all bathrooms in a clean and neat manner so as to present a business-like environment, especially prior to and after rental of Community Center.

This includes performing janitorial duties of sanitizing, dusting, cleaning windows/mirrors/door glass, sweeping/mopping/vacuuming of the floors/rugs, emptying the trash as necessary, clean bathroom toilet/urinals/sinks inside and outside, fill toilet paper/paper towels/soap dispensers, clean kitchen counters/sinks/stove/refrigerator as needed. Cleaning should take place weekly when being rented, no less than twice a month, unless there are no rentals of the Community Center on a given week/month or otherwise notified by City Clerk. All work should be done outside of when the Community Center is being rented.

Compensation:

The City of Hedrick is bringing on the Custodian as an 'as needed' City Employee. Custodian will need to fill out necessary paperwork to be a W2 employee and the City of Hedrick will take out all necessary taxes from all paychecks. Pay checks are distributed every Friday unless this occurs on a holiday or if it becomes necessary for staffing purposes to run them on an earlier day.

There is no health insurance coverage or IPERS available with this position. This position does not offer sick, vacation or holiday pay.

The City of Hedrick will pay the Custodian \$15.00 an hour for a maximum of 12 hours a month. These 12 hours need to be split up weekly and may be less if there are no rentals occurring. If more than 12 hours are needed in any given month, extra hours will need to be approved by the city clerk prior to working said hours.

FOR FULL JOB DESCRIPTION OR FOR AN APPLICATION PLEASE STOP BY CITY HALL 109 N. MAIN STREET HEDRICK, IOWA OR YOU CAN VIEW/PRINT ON WEBSITE WWW.HEDRICKIOWA.COM UNDER GOVERNMENT/HUMAN RESOURCES/EMPLOYMENT OPPORTUNITIES.

PLEASE RETURN APPLICATIONS TO CITY HALL 109 N. MAIN STREET PO BOX 167 HEDRICK, IOWA 52563 IN PERSON OR BY MAIL.

START DATE WILL BE ASAP.

WE WILL BE ACCEPTING APPLICATIONS UNTIL NOON ON FEBRUARY 3, 2025.