



JOB ANNOUNCEMENT

The West Plains Civic Center is currently seeking a **Custodian** to join our team. This position performs a variety of routine custodial tasks to ensure the cleanliness, functionality, and safety of the Civic Center. This role includes setup and teardown for events, routine maintenance, and other custodial responsibilities as needed. The position requires physical stamina, attention to detail and schedule flexibility including nights, weekends, and holidays. The custodian regularly demonstrates a commitment to high quality customer service (internal & external) and exhibits the values of the vision and mission of the City of West Plains.

KEY RESPONSIBILITIES

- Perform routine cleaning and maintenance tasks, including sweeping, mopping, vacuuming, restroom cleaning, and trash removal.
- Set up and tear down tables, chairs, and equipment for events based on specific layouts.
- Assist with routine maintenance and promptly report facility issues to the supervisor.
- Ensure compliance with safety and cleaning protocols to provide a safe environment for guests and staff.

WHAT WE'RE LOOKING FOR

- Schedule Flexibility: Availability to work varying shifts, including evenings, weekends, and holidays.
- Physical Stamina: Ability to perform manual labor tasks such as bending, lifting, standing, walking, and moving heavy objects (up to 100 pounds).
- Team Player: Willingness to collaborate and support colleagues in a dynamic environment.
- Attention to Detail: Dedication to cleanliness and ability to follow instructions for event setups.

MINIMUM QUALIFICATIONS

- High School Diploma or General Education Diploma (GED).
- One (1) year of full-time experience in a custodial or customer service-related field.
- Possess or the ability to obtain a valid Missouri Driver's License.

SALARY AND BENEFITS

- The Custodian has a salary range of \$16.02 to \$22.33 per hour, depending on qualifications and experience.
- A comprehensive benefit package is also offered, which includes:
 - Medical, Dental, Basic Life/AD&D and Long-Term Disability coverages offered at zero cost to the employee, with dependent coverage offered at the employee's cost.
 - Missouri Local Government Employee Retirement System (LAGERS) which is fully funded by the City (no cost to employee) with vesting after 5 years.
 - Voluntary participation in Vision, Cafeteria Plan IRS Section 125, Deferred Compensation 457(b) Plans, Flexible Spending Account (FSA) and Supplemental Life, Accident, Cancer coverage, and an Employee Assistance Program (EAP).
 - Generous paid time off (PTO) program in which new employees receive eight hours of PTO per pay period.

TO APPLY

To be considered for employment, you must submit a completed City of West Plains application. Applications are available online at www.westplains.gov. Completed applications and resumes may be emailed to hr@westplains.gov or delivered in-person to City Hall. All offers of employment are contingent upon successful completion of all pre-employment or post-offer testing, including but not limited to, drug and alcohol screening, thorough background investigation, credit check and medical examination.