JOB ANNOUNCEMENT

WEST PLAINS

The West Plains Civic Center is currently seeking a part-time custodian consisting of approximately 20-25 hours per week to join our team.

The Civic Center custodian performs a variety of routine custodial and light maintenance tasks to ensure the cleanliness, functionality, and safety of the Civic Center. This role includes setup and tear-down 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 custodial or customer service-related field.
- Possess or the ability to obtain a valid Missouri Driver's License.

SALARY AND BENEFITS

- The custodian has an hourly wage of $16.02.
- A comprehensive benefit package is not offered with this part-time position.

TO APPLY

Interested candidates should submit a resume and cover letter detailing their qualifications and relevant experience 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.