

# SOLON SPRINGS COMMUNITY CENTER

PO Box 382, Solon Springs, Wisconsin 54873 [SolonSpringsCommunityCenter@gmail.com](mailto:SolonSpringsCommunityCenter@gmail.com)

## Position Advertisement – Building Custodian Position

The Solon Springs Community Center Commission is seeking a self-motivated individual to fill a part-time building custodian position at the Solon Springs Community Center. The hours are flexible and will vary dependent upon event activity. Pay will be commensurate with experience.

### ***Duties/Responsibilities:***

- Performs general cleaning and janitorial duties in the building such as cleaning floors, walls, windows and window sills, and cleaning and sanitizing restrooms and kitchen.
- Performs minor repairs and maintenance such as replacing light bulbs, unclogging drains, changing furnace filters, and repairing and painting walls as may be necessary.
- Performs grounds maintenance such as mowing, trimming lawn and shrubs, emptying trash cans, and clearing snow from sidewalks.
- Examines building for needed repairs and safety hazards. Reporting identified deficiencies to the Community Center Commission in a timely manner.
- Maintains a neat and orderly supply closet and Custodian's room. Ensures sufficient supplies are stocked and all cleaning solutions and chemicals are safely stored.
- Raise, lower and change flags as required.
- Provides regular reports to the Community Center Commission.
- Performs other related duties as assigned.

### ***Desired Skills/Abilities:***

- Previous custodian/janitorial experience.
- Knowledge of safety hazards and proper use of various cleaning and sanitizing solutions.
- Ability to perform basic repairs and operate tools or equipment used in routine maintenance and cleaning.
- Detail-oriented and thorough. Ability to prioritize and work independently.

### ***How to Apply:***

Submit a letter of interest/resume including your related skills and work experience. Be sure to include your name, address, email address and phone number.

Letters/resumes can be emailed to [SolonSpringsCommunityCenter@gmail.com](mailto:SolonSpringsCommunityCenter@gmail.com) or mailed to the Solon Springs Community Center Commission, PO Box 382, Solon Springs WI 54873.

Letters/resumes must be received no later than 5:00 p.m. on August 11, 2021.