



Position Announcement: Custodial/Conversion Utility Worker

Jackson Convention Complex

Jackson, MS

JOB TITLE: UTILITY WORKER - CUSTODIAL

DEPARTMENT: OPERATIONS

REPORTS TO: OPERATIONS MANAGER

FLSA STATUS: HOURLY, NON-EXEMPT

Assists in the general cleaning and minor repair of the facility; performs general housekeeping duties as well set-up, tear-down and clean-up for special events.

MAJOR RESPONSIBILITIES:

- Confers daily with supervisor to receive assignments.
- Performs cleaning, janitorial and conversion tasks as required or assigned. These would include, but not limited to sweeping, mopping, dusting, trash removal, vacuuming, spot cleaning, washing, stripping and waxing, and equipment set-ups.
- Makes minor repairs such as painting, patching and replacement of light fixtures and filters when needed.
- Performs event set-up, tear-down and clean-up as assigned.
- Assists when needed in mentoring and supervising temporary event staff in job assignments.
- Notes and reports irregularities or discrepancies to immediate supervisor.
- Ability to follow instructions; Performs related work as assigned.
- Must be able to perform janitorial and set-up and tear-down assignments.
- Knowledge of materials, methods and practices in using cleaning supplies and equipment.
- Ability to perform a variety of minor maintenance tasks.
- Knowledge of the operation and care of housekeeping equipment.

QUALIFICATIONS:

High school or GED. Previous experience in a similar facility preferred. Experience may be substituted for education.

PHYSICAL: Requires long periods of time on your feet, walking around, bending down, lifting up to 20 lbs frequently and pushing a 4 wheel cleaning cart around during the shift as well as utilizing a 12 pound vacuum cleaner daily.

SMG is an Equal Opportunity/Affirmative Action employer and encourages, women, minorities, individuals with disabilities and protected veterans to apply. VEVRAA Federal Contractor