



Position Announcement: Custodial/Utility Worker

Jackson Convention Complex

Jackson, MS

JOB TITLE: CUSTODIAL/UTILITY WORKER
DEPARTMENT: OPERATIONS
REPORTS TO: CUSTODIAL/CONVERSIONS FOREMAN
FLSA STATUS: HOURLY, NON-EXEMPT

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

MAJOR RESPONSIBILITIES:

- Confers daily with supervisor to receive assignments.
- Performs cleaning and janitorial tasks as required or assigned. These would include, but not be limited to, sweeping, mopping, dusting, trash removal, vacuuming, spot cleaning, washing, stripping and waxing.
- Makes minor repairs such as painting, patching and replacement of light fixtures and filters. Assists mechanical, electrical and HV AC and other workers as assigned.
- Performs event set-up, tear-down and clean-up.
- Assists in coordinating and supervising part-time staff in job assignments.
- Notes and reports irregularities or discrepancies to immediate supervisor.
- Performs related work as assigned.
- Ability to follow instructions.
- 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 equivalent diploma. Experience in similar facility preferred. Experience may be substituted for education.

TO APPLY:

This position offers a competitive salary and benefit package. Resumes must include salary requirements for consideration and may be sent to dflippen@jacksonconventioncomplex.com.

SMG is an Equal Opportunity Employer M/F/D/V