



**Position Announcement: Custodial/Conversion Utility Worker**

**Jackson Convention Complex**

**Jackson, MS**

**JOB TITLE:** UTILITY WORKER  
CONVERSION/CUSTODIAL

**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, janitorial and conversion 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, and equipment set-ups.
- 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.
- 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 equivalent diploma. Experience in similar facility preferred. Experience may be substituted for education.

**TO APPLY:**

This position offers a competitive salary. All Resumes **must** include salary requirements for consideration.

Submit completed Application and Resume for consideration to:

Cheryl Sayles  
Jackson Convention Complex  
105 E. Pascagoula Street  
Jackson, MS 39201  
Fax: 601-960-2584  
EMAIL: csayles@jacksonconventioncomplex.com

No phone calls, please.

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

**Date Opened: September 15, 2010**

**Closing Date: Until filled**