



Job Posting

City of Mishawaka
600 East Third St
Mishawaka, IN
46544

POSITION: Janitor - City Hall **DATE POSTED:** 07/20/2015
DEPARTMENT: Building **DATE CLOSED:** 08/14/2015
SALARY: \$11.00 per hour
HOURS: 4:30PM - 8:30PM Mon-Fri

DEFINITION: Employee is responsible for the general upkeep and janitorial services for the building and grounds of City Hall. Employee works independently and reports to the Building Commissioner.

ESSENTIAL FUNCTIONS:

1. Performs general upkeep and janitorial services for City Hall building and grounds
2. Performs minor repair, mechanical maintenance and painting
3. Maintains supply inventory
4. Duties are performed after business hours
5. Assemble variety of office equipment
6. Secure building nightly
7. Change light bulbs when necessary
8. Open and close doors for nightly meetings

QUALIFICATIONS:

1. High school diploma or G.E.D.

PHYSICAL REQUIREMENTS:

1. Pushing, pulling, reaching, bending and stooping
2. Employee may be required to lift up to 50 pounds unaided

APPLICATION:

Resumes/applications may be submitted via email, fax, regular mail, or in person to:

Mail: Human Resources
City of Mishawaka
600 East Third Street
Mishawaka, Indiana 46544

Fax: (574) 254-0197

Email: humanresources@mishawaka.in.gov

Please be sure to indicate the position you are applying for in your cover letter and resume.