



#### PART-TIME OPENER/CLOSER – EDGEWOOD SENIOR CENTER

Opening Date: December 10, 2019

Closing Date: Open until filled

Approximately 5 – 10 hours per week, Days, Evenings and Weekends– flexible scheduling required.

Interested candidates must complete and submit a City of Edgewood application to the city. For a copy of the full job description, qualifications and application please visit our website at [www.edgewoodky.gov](http://www.edgewoodky.gov).

#### **GENERAL PURPOSE**

Performs a variety of tasks in opening and closing the senior center for renters.

#### **SUPERVISION RECEIVED**

Works under the general supervision of the Program Coordinator.

#### **SUPERVISION EXERCISED**

Minimal

#### **ESSENTIAL FUNCTIONS**

Opens and closes the senior center for renters of the facility. Performs a variety of tasks in relation to this function. Unlocking the facility, going over check list with renters, checking cleaning supplies, review set up and signage of facility and checking facility at closing for damage, etc. and locking facility. Ensures that facilities are clean, safe, attractive and secure. Reports problems and concerns regarding custodial care and facility safety issues to Program Coordinator. Performs other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **1. Education and Experience**

- A. Graduation from high school or equivalent GED;
- B. One year of experience involving responsible work, building maintenance and customer service.
- C. Or an equivalent combination of education and experience.

### **2. Knowledge, Skills and Abilities:**

Working knowledge of methods, materials and equipment used in general custodial work; interpersonal communication skills, and alarm systems. Ability to work independently; lift and carry materials; establish and follow through on work priorities; communicate effectively, verbally and in writing; develop effective working relationships with supervisor and renters.

### **3. Special Qualifications:**

Must pass a background investigation. Must be able to move objects weighing up to 25 lbs.

### **4. Work Environment:**

Tasks require a variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, etc. Talking, hearing and seeing are essential to the performance of the job. Common eye, hand, and finger dexterity required. Mental application utilizes memory for details, verbal instructions, and discriminating thinking.