

CITY OF MARSHALL
Human Resources Division
401 S. Alamo Blvd.
Marshall, TX 75670

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EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

JOB TITLE: EVENT FACILITIES MONITOR

JOB NUMBER: 201925

**DEPARTMENT /
DIVISION:** Tourism & Cultural Arts / Convention & Community Centers

**EXAMPLES
OF DUTIES:** Under the direction of the Tourism & Cultural Arts Director, this position assists in setting up, breaking down, and cleaning up of events held at the City's Convention Center and other event facilities. Monitors event activities and assists in ensuring the safe and proper use of event facilities by lessees and the general public. Provides custodial services to lessees during events; performs general cleaning and maintenance of facilities including offices, restrooms, meeting rooms, reception areas, and lobbies. Sweeps, mops, and buffs floors; vacuums carpets and floor mats. Dusts furniture; cleans fixtures, walls, glass/metal surfaces. Cleans and sanitizes restroom facilities; restocks paper and soap products. Performs cleanup of outside areas; monitors and ensures entryways are clean. Empties, removes, and transports trash to appropriate disposal area. Stocks and organizes custodial supply rooms; cleans, maintains, and ensures janitorial equipment is properly stored. Assists in ordering facility maintenance equipment and supplies as assigned. Performs additional duties as apparent and/or assigned.

**MINIMUM
QUALIFICATIONS
AND EXPERIENCE:** High school diploma/equivalent and minimum 2 years custodial experience preferred. Must have knowledge of efficient cleaning techniques and practices, read labels for chemical content and proper usage levels. Requires ability to follow instructions and work effectively with minimal supervision, work closely with others as part of a team, and interact effectively with employees, contractors, vendors, and the general public. Requires a valid Texas driver's license and driving record that meets and/or exceeds City standards.

**SALARY
INFORMATION:** \$11.25 per hour starting salary

**CONTACT
INFORMATION:** HUMAN RESOURCES DIVISION, CITY HALL
401 S. Alamo Blvd
Marshall, TX 75670
(903) 935-4425

**ADDITIONAL
INFORMATION:** Must demonstrate physical fitness, and pass medical, physical, psychological, and/or polygraph examination(s) and drug screening test as authorized by law. Must have a valid Texas driver's license and an acceptable driving record.

DATE POSTED: August 22, 2019

LAST DAY TO APPLY: Open until filled