



CIVIC CENTER WORKER – City of Bellmead, Texas

Bellmead Civic Center

Full-Time Position

Starting Salary: \$11.00 per hour, plus benefits

Description: To provide routine custodial duties in preparation for civic center events and activities; maintain the cleanliness of assigned facilities; and work in a team atmosphere.

Essential Job Functions:

- Assist with the setup of facilities for meetings, conferences, celebrations, events, etc.;
- Move assorted tables, chairs and special equipment for catered and special events;
- Sweep, vacuum, mop, dust, strip, wax, polish and buff floors/carpets; use of electric and propane floor equipment; and dust furniture;
- Follow instructions regarding the use of chemicals and supplies;
- Empty and clean wastebaskets and trash containers;
- Clean and sanitize restrooms and replenish supplies; clean spills; drinking fountains, mirrors, tables, walls, fixtures, blinds, light fixtures, etc.;
- Wash and maintain building surfaces;
- Lock and unlock assigned buildings; secure buildings when facilities are not in use checking for unlocked doors and windows;
- Maintains safe entry into buildings (i.e., wet or icy areas in front of the entry doors, etc.);
- Build and maintain a relationship with the public;
- Outdoor Maintenance: pick up debris/trash, clean walkways
- Possess interpersonal skills, memory, attention to detail, follow directions, comprehension, organizing and innovation;
- Perform other duties as assigned.

Required Minimum Qualifications:

- Graduation from high school or equivalent
- Must have a valid Texas driver's license
- Must be able to work in a secured environment
- Must be able to work independently, follow instructions, safety practices and standard operating procedures in performing assigned tasks

Special Requirements:

- Must be able to work evenings, nights, and weekends
- Must have knowledge of basic computer and audio/visual equipment

Physical Demands/Work Environment:

- Subject to standing, extensive walking, bending, reaching, stooping, pushing, carrying, climbing and lifting objects up to 50 pounds
- Subject to work in adverse weather conditions

Submit application and Resume to:
City of Bellmead
Attention: Human Resource Director
3015 Bellmead Drive
Bellmead, TX 76705
TErvin@bellmead.com

Position Close Date: March 31, 2017