

## **Part-Time Housekeeper**

### **DEFINITIONS:**

This position is part-time only; it is limited to less than 1,000 hours per calendar year. It is not eligible for benefits such as paid vacation, retirement, health insurance or paid sick leave.

This position works a variable schedule as needed. There will be no set weekly schedule or guarantee of weekly hours.

This position is not a path to full-time employment with the Bell County Expo Center. There is no warranty of promotion.

This position pays \$9.00 per hour and is eligible for overtime pay when more than 40 hours are worked in a week. Management will avoid overtime when possible. All work calls have a four hour minimum.

### **DUTIES**

- Facility cleaning
- Staffing the facility for events
- Additional responsibilities as assigned

### **REQUIREMENTS**

- Ability to operate cleaning equipment including vacuum cleaner, cleaning chemical dispensers, buffer/burnisher, scrubber/sweeper and various hand tools (mop, wringer, broom, dustpan)
- Ability to effectively communicate in English, spoken and written
- Ability to work well with people of differing temperaments, including co-workers, clients and the public
- maintain cell phone service and provide telephone number to Expo supervisor (work schedules will be posted through text messaging)
- access to reliable transportation (there will be night shifts)
- ability to work widely variable hours
- ability to be paid by direct deposit
- meet I-9 eligibility to work in the United States
- adhere to Expo Drug and Alcohol Policy

**HOURS**

Works variable hours, including nights, weekends and holidays, as required by events

**DRESS CODE**

Employees must wear pants, shirt with sleeves (short or long) and closed-toe shoes.

Employees may not wear shorts, dresses/skirts, sleeveless shirts, tank tops or any article of clothing with overt or offensive advertising or slogans (as deemed by management).

**SUPERVISOR:**

Housekeeping supervisor