



Warrenton Community Center Maintainer

Application Packet Includes:

Job Announcement

Job Description

City of Warrenton Employment Application

Please return completed City of Warrenton Job Application, Resume and Cover letter to Warrenton City Hall at 225 S. Main Avenue, PO Box 250, Warrenton, OR 97146. Open until filled. Any questions contact April Clark at (503)861-2233 or email at aclark@ci.warrenton.or.us

WARRENTON COMMUNITY CENTER MAINTAINER

The City of Warrenton is accepting applications for Warrenton Community Center Maintainer. The maintainer makes sure that the community center is in good condition before and after each rental. Duties include: housekeeping/janitorial upkeep, paperwork, ordering supplies, and general light maintenance of the facility. \$14.00 per hour/approx. 10 hours a week or less, including weekends. Hours vary depending upon use of the facility. HS Diploma or equivalent. Application packets available at www.ci.warrenton.or.us or may be picked up at City Hall, 225 S. Main Ave, Warrenton. Open until filled. The City of Warrenton is an equal opportunity employer.

City of Warrenton

COMMUNITY CENTER MAINTAINER

Position Title

GENERAL DESCRIPTION:

Under supervision, the Community Center Maintainer checks facility and provides renter with needed supplies before use and verifies condition of Center after use for each date rented. Maintains adequate inventory of supplies, waters plants, notifies Community Center Manager of problems or concerns related to overall building condition, and washes linens after use by renter.

ESSENTIAL FUNCTIONS OF POSITION:

According to dates rented, check facility prior to use by renter so that all supplies are plentiful, facility is clean, and any special request by renter is satisfied.

After each use by renter, check facility to ascertain whether renter complied with cleaning instructions and make sure facility is ready for next renter.

Check inventory of supplies and maintain renter access to those supplies.

Meet with renters to show facility.

Inform Community Center Manager when quantity of supplies are low, so that they can be re-ordered by manager.

Water plants.

Wash linens such as tablecloths, kitchen towels, and kitchen washcloths.

Maintain Fire Code regulations as it pertains to storage of all supplies.

Preparation and completion of forms required after each use by renter. Preparation of supply re-order forms.

Other duties as assigned.

Updated 3/6/2018

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QUALIFICATIONS FOR EMPLOYMENT:

Mandatory Qualifications: A high school diploma or G.E.D.

Desirable Qualifications: Experience in catering, meeting room and seminar booking, and planning and organizing functions or events.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Most work is performed at the Community Center and involves walking around the facility and inspecting. Some lifting of heavy supplies is required.

City of Warrenton

Application for Employment

An Affirmative Action, Equal Opportunity, Employer

"Making a difference through excellence of service."



CITY OF WARRENTON

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Mailing Address: _____
Address Apartment/Unit #

City State ZIP Code

Phone: () _____ Alternate Phone: () _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever been a City of Warrenton employee? YES NO If yes, when? _____

Are you now a City of Warrenton employee? YES NO Dept. _____

Do you have relatives employed by the City of Warrenton? YES NO If yes, indicate name, relationship, dept. _____

Do you possess a valid driver's license? YES NO State: _____
Class: _____ Endorsement: _____

(A valid driver's license is required only when stated on the job announcement.)

Office Skills

Typing Speed (wpm) : _____ Can you operate a computer? Yes ___ No ___

Do you speak a language other than English? YES NO If so, what language? _____

Computer Operation

Describe your computer operation skills, including programs used: _____

Equipment Operation

Describe your equipment operation skills related to the job for which you are applying: _____



Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____
High School Equivalency? YES NO School: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Licenses and Certificates

List any school course or vocational training, licenses, certifications, or other qualifications which bear on your suitability for this position:

EMPLOYMENT HISTORY: Begin with your present or most recent job. List all jobs separately including on-the-job training, and volunteer work. Please be sure you completely describe in the section below the duties you performed which demonstrate that you are qualified to perform the duties for which you are applying. If in doubt about listing a particular job, it may be to your advantage to list it. Additional pages or a resume may be attached, but all statements on the application must be completed. Incomplete applications may result in disqualification. A resume does not substitute for an application. If a supplemental questionnaire is required, it must accompany this application.

Employment History

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Employment History

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO



CITY OF WARRENTON

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Employment History continued

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

IMPORTANT: Employment with the City of Warrenton may require transfer to different shifts or work location. In accepting employment with the City you are consenting to such transfers. Federal law requires anyone employed by the City to present proof of identity and proof of authorization to work in the United States.

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____