



# JOB OPENING

## Troup County Government

(Revised Salary)

<b>Position:</b> Building Attendant and Custodial Assistant (PT)	<b>Department:</b> The Active Life Center - LaGrange	<b>Salary:</b> \$12.00/Hr
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Under general supervision and instruction this position is responsible for overseeing the building and basic cleaning of the LaGrange Active Life Center.

### Qualifications/Knowledge:

- ⇒ High school diploma or GED, current valid driver's license
- ⇒ Knowledge of food preparation and safety principles
- ⇒ Knowledge of computers and job related software programs
- ⇒ Skill in planning and problem solving
- ⇒ Skill in interpersonal relations and working with the elderly
- ⇒ Skill in oral and written communication

### Essential Duties and Responsibilities:

- ⇒ Oversees buildings for late afternoon and evening events at the Active Life Center
- ⇒ Assists patrons at department facilities as assigned; provides information and assistance; enforces policies and procedures; locks and unlocks facilities
- ⇒ Assists in the repair, cleaning and maintenance of buildings and grounds as assigned
- ⇒ Assists in decoration and organization of facility
- ⇒ Reviews to do list with supervisor to set priorities
- ⇒ Attends staff training and development training as requested by supervisor
- ⇒ Serves as the back up to custodian as needed
- ⇒ Collects and balances funds as assigned; reviews invoices for payment
- ⇒ Reports all building and grounds issues to supervisor
- ⇒ Performs all other related duties as assigned

**Employment Applications will be accepted Until Filled on Troup County's website @ [www.troupcountyga.gov](http://www.troupcountyga.gov)**

Job #: 04132023 Building Attendant & Custodial Assistant PT

*Valerie P. Heard*  
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Valerie P. Heard, Human Resources Director

*Eric Mosley*  
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Eric Mosley, County Manager

**Troup County is an Equal Opportunity Employer - A Drug Free and Tobacco Free Workplace**