

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 \$10.00 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