



INDIANA STATE
FAIRGROUNDS
& EVENT CENTER

Job Posting

Title: Operations Janitorial Crew (Part-time)

For more information, please contact Human Resources at employment@indianastatefair.com or (317) 927-7508. To apply for this position, please visit <https://www.indianastatefair.com/p/about/employment1> and send the posted application and your resume to the email address above. The starting pay rate for this position is \$13.00 per hour. Thank you for your interest.

Position Summary

The purpose of this position is to perform a variety of cleaning and maintenance tasks to ensure that Fairgrounds facilities are clean, sanitary and safe. Employees will work Monday through Friday for five to six hours per day.

Essential Functions and Responsibilities

1. Maintain cleanliness of Fairgrounds office buildings and facilities. Duties include sweeping, mopping and vacuuming floors, cleaning and sanitizing restrooms, emptying trash receptacles, cleaning surfaces, refilling restroom supplies, etc.

Special Projects

1. Set up and clean up event venues before and after events. Duties include setting up and taking down tables, chairs, staging and livestock stalls and pens.

Skill Requirements

1. **Maintain high quality of work:** Able to maintain high standards despite pressing deadlines; does work right the first time.
2. **Good attention to detail:** Able to follow detailed procedures and ensure accuracy in project completion.
3. **High energy level:** Responds well to demands on time and generally works at a brisk pace; is able to multi-task and is motivated to work.

Educational/Experience Requirements

- Previous experience in janitorial or custodial work is desired but not required.

Job Complexity

Work requires performance of a variety of operations of a recurring nature.

Supervisory Responsibilities

None

Supervision Received

This position will receive supervision from the Associate Director of Operations. Actions are clearly specified and directed by the supervisor or by procedures. The supervisor assigns and reviews work.

* To apply for this position, please visit <https://www.indianastatefair.com/p/about/employment1>, and send the posted application and your resume to the employment@indianastatefair.com. Thank you for your interest.