



**JOB OPENING**

<b>JOB TITLE:</b>	<b>Building Assistant</b>
<b>OPENING DATE:</b>	June 25 <sup>th</sup> , 2024
<b>CLOSING DATE:</b>	<b>Open until filled.</b>
<b>DEPARTMENT/DIVISION:</b>	Special Services/Hawk
<b>EMPLOYEE GROUP:</b>	Part-time/temporary
<b>WORK SCHEDULE:</b>	10-30 hours per week; weekend nights mandatory with a rotating schedule, other hours as needed.
<b>PAY RATE:</b>	\$13.50-15.50 per hour
<b>PREVIOUS WORK EXPERIENCE:</b>	Previous work experience in customer service, custodial, or facilities preferred.
<b>EDUCATION:</b>	High School/College coursework, or equivalent. Must be 16 years or older
<b>SPECIAL TRAINING AND SKILLS:</b>	CPR/First Aid/AED. Training provided.
<b>BASIC RESPONSIBILITIES:</b>	Responsible for timely event and program set-up and tear-down. Assists custodial and maintenance staff with basic janitorial and general maintenance tasks. Provides excellent customer service including directing and assisting patrons. Enforces facility rules. Maintains accurate reports and submits work orders to the maintenance staff. Attend all mandatory staff training. Assist with tours, cleaning, and other facility tasks as needed. Must be able to lift 50 lbs.
<b>HOW TO APPLY:</b>	All candidates must complete a City of Farmington Hills <a href="#">employment application</a> . Applications are located at <a href="http://www.fhgov.com">www.fhgov.com</a> or in the Human Resources Department at City Hall (31555 West Eleven Mile Road Farmington Hills, MI 48336). Please email the completed application and supporting documents to <a href="mailto:hr@fhgov.com">hr@fhgov.com</a> or in person to the HR Department for consideration.

**EQUAL OPPORTUNITY EMPLOYER**