

Date: November 13, 2009

POSITION ANNOUNCEMENT

The City of Ruston is recruiting for the following position:

TITLE: **Part-time** Custodian

SUMMARY OF DUTIES: Responsible for opening and closing City facilities before and after normal business hours. Monitor events at City facilities and assist as needed. Assist with City facilities events and caterers by setting up, arranging, and removing tables, chairs, and etc. for events such as banquets and social functions. Clean City facilities. Washes silverware, pots, pans, and trays. Segregates and removes trash and garbage and places it in designated containers. Unload and transfer supplies and equipment between storage and work areas. Assists custodians and maintenance when needed.

Must be available for days, nights and weekends.

REQUIREMENTS

EDUCATION: High school or General Education Diploma (GED)

EXPERIENCE: One to three months related experience preferred.

SKILLS: Ability to read and interpret documents; to communicate clearly; to add, subtract, multiply, and divide in all units of measure. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Must have excellent organizational/customer relation skills and telephone etiquette. Must be computer literate. Must have the ability to handle multiple projects simultaneously and to react in a positive, safe manner.

LICENSES: Valid Louisiana Driver's License

RATE OF PAY: \$7.57

CLOSING DATE: Open until filled

APPLYING INSTRUCTIONS

Interested applicants should submit an application, along with a resume and a letter of interest to the City of Ruston, Attn: Personnel, P O Box 2069, Ruston, LA 71273; by fax: 318-251-2229; stop by City Hall, Room 211, or our website at <http://www.ruston.org/> for the application.

**PRE-EMPLOYMENT DRUG TESTING IS REQUIRED
THE CITY OF RUSTON IS AN EQUAL OPPORTUNITY EMPLOYER
THE CITY OF RUSTON IS AN "AT-WILL" EMPLOYER**