



"The City of Harrison is an Equal Opportunity Employer and Provider"

City of Harrison – Cleaning Person (Part-Time) Job Description

Position Title: Cleaning Person (Part-Time)

Reports To: City Treasurer

Hours: Up to 12 hours per week

Compensation: Starting at \$17.00 per hour

Locations:

- **City Hall:** 2105 Sullivan Dr., Harrison, MI 48625 (8 hours per week)
 - **Fire Hall:** 2115 Sullivan Dr., Harrison, MI 48625 (2 hours per week)
 - **Venue on Main:** 127 E Main St., Harrison, MI 48625 (2 hours per week)
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General Summary:

The Cleaning Person is responsible for maintaining a clean, orderly, and sanitary environment at City Hall, the Fire Hall, and the Venue on Main. This part-time position requires up to 12 hours per week, with flexibility in scheduling for most duties, except for occasional on-call requirements after events at the Venue on Main. The individual must be self-sufficient, able to work independently with little to no supervision, and complete tasks efficiently.

Essential Duties and Responsibilities:

City Hall (8 hours per week):

- Clean and sanitize bathrooms (toilets, urinals, sinks, walls, soap dispensers, etc.).
- Clean kitchen area, including soda machine trays, sink, stove, fridge (clean out and wipe inside), oven, and any unwashed dishes.

- Sweep, mop, and buff polished cement floors throughout the building; vacuum rugs throughout the building, and deep clean or power wash rugs as needed.
- Sweep and mop DPW office areas and empty trash bins.
- Clean the water fountain, dust surfaces, clean tables and chairs, and wash windows.
- Clear dead bugs from all unlocked doors.
- Clean and organize the supply room.
- Maintain the outside picnic table area and empty cigarette butt containers.
- Clean the Admin office (including the bathroom) and individual offices if unlocked.

Fire Hall (2 hours per week):

- Clean and sanitize bathrooms.
- Wash mirrors and windows.
- Clean front desks and the kitchen area.
- Clean the chief's office, sweep and mop floors, dust surfaces, and clean various closet areas.
- Empty trash receptacles.

Venue on Main (2 hours per week):

- Clean and sanitize bathrooms in common areas.
- Sweep and mop floors in common areas and venue space.
- Wipe down tables, clean corners, and address areas missed after events.
- Wash windows as needed.
- Be on-call for post-event cleaning, with urgency on cleaning within one to two days after events, especially following weekend rentals. A backup cleaner will be available in cases of unavailability.

Additional Duties:

- Perform other cleaning tasks as necessary to maintain a professional and clean environment in all City-owned buildings.
- Notify City Administration of any low or depleted cleaning supplies.
- Perform other duties as assigned by the City Manager.

Requirements:

- Ability to work independently with minimal supervision, and complete tasks efficiently.
 - Flexibility in work schedule, with a requirement to be available for on-call cleaning after events at the Venue on Main.
 - Reliable personal transportation to and from work locations.
 - Must pass a drug screening and background check prior to employment.
 - Eligible to contribute to a 457 retirement savings plan as a part-time City employee.
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Work Conditions:

- **Physical Requirements:** The position requires frequent standing, bending, kneeling, and lifting light to moderate cleaning supplies or equipment.
 - **Environmental Conditions:** Primarily indoors, with occasional outdoor duties (e.g., cleaning windows or external doors, maintaining picnic areas).
 - **On-Call:** Flexibility to be available on short notice for cleaning tasks at the Venue on Main following events.
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Application Process:

To apply for the Cleaning Person position, please submit your resume and letter of interest to the Harrison City Manager at manager@cityofharrison-mi.gov, or drop it off in person at City Hall, 2105 Sullivan Dr., Harrison, MI 48625.

The City of Harrison is an equal opportunity employer. We comply with all federal regulations, including maintaining a drug-free workplace.