Job Description:

The town of Saratoga is hiring for a part time position. The position pays $15/hour. The position is will include a variety of tasks.

Duties to include but not limited to:

Custodial at the rec facility: 15 hours per week

Seasonal work

- Snow removal around the rec center
- Water grass/flowers

Daily/or high frequency:

- Sweep/ dust mop all floors
- Vacuum carpet/rugs (entry/hallway)
- Clean bathrooms/locker rooms
- Sweep & mop floors
- Scrub toilets/urinals/sinks
- Clean mirrors
- Restock toilet paper/paper towels
- Empty all garbage containers
- Spot mop two gym floors as needed

Weekly/or medium frequency

- Clean gym floor with scrubber
- Clean multi-purpose floor with scrubber
- **Weight room:**
- Sweep & vacuum & mop floor
- Wipe down all machines
- Wipe down window sills and sign-in table
- Restock disinfectants/paper towels
- **Cycling Room:**
- Vacuum floor & mop mats
- Wipe down bikes and window sills
- Restock disinfectants and paper towels
- Stage Area
- Sweep and mop floor and stairs
- Foyer:
- Clean glass in front entryway/hallway
- Disinfect/Scour water fountains

Monthly: (more often if needed)

- Clean under bleachers
- Wipe off bleacher seats

Rec assistant: 13- 14 hours per week

- 1-4 times per week supervise open gym in the evening from 6:00-8:30, Mon-Thurs.
- Assist with "special events" such as Fall Carnival, Color or Run, Arbor Day, and other events as planned/needed. May include occasional weekend work.
- Assist with rec league sports such as flag football, league volleyball, league basketball. May include evening games, opening facility, officiating, score keeping.
- Organize/inventory equipment. Prep equipment for use.
- Assist with pool opening/closing

Education:

- High school graduate or equivalent

Requirements:

- Must be 18 years or older

Applications can be obtained from Saratoga Town hall at 110 E. Spring Ave, Saratoga WY or downloaded from the Town Web site at Saratoga.govoffice2.com. Email applications to Town of Saratoga, PO Box 486, Saratoga , WY 82331.