

Belvidere Township

Job Title:	Office Cleaning	Report to:	Treasurer
Department/Group:	Department/Group	Job Code/ Req#:	
Location:	Six Lakes, MI	Travel Required:	NO Travel Required
Level/Salary Range:	\$15 per hour	Position Type:	Part-time
HR Contact:		Date Posted:	
Will Train Applicant(s):	Will Train Applicant(s)	Posting Expires:	
External Posting URL:			
Internal Posting URL:			
Applications Accepted By:			
FAX OR EMAIL: Fax number or Email Subject Line:		MAIL: BELVIDERE TOWNSHIP PO BOX 144 107 VESTA STREET SIX LAKES, MI 48886	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. CLEAN OFFICE BUILDING AS DIRECTED 2. MAINTAIN WEEKLY SCHEDULE 3. NEAT APPEARANCE 4. GOOD PERSONALITY 5. FOOLS, BATHROOMS. GYM, DUSTING, SANITING, TRASH, SIDWALKS. 6. WINTER AND SUMMER SCHEDULES <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>BENEFICIAL SKILLS Software: Microsoft word, excel.</p> <p>ADDITIONAL NOTES Attend Monthly Meetings</p>			
Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time