

The Arcadia Township Board is excepting resumes for a part time Janitorial position.  
Send resumes to Arcadia Township Hall 4900 Spencer St. Attica MI 48412 Attn: Sharna Smith,  
Clerk

TOWNSHIP OF ARCADIA JANITORIAL SERVICE  
Job Description

1. Employee agrees to perform certain duties relating to the maintenance of Arcadia Township buildings, including the Township Hall, Township Offices, Fire Hall restrooms for an hourly wage as follows:

- (A) Weekly cleaning will be done on the same day per week as agreed upon between the employee and the township
- (B) Clean heat ducts, cold air returns and light fixtures at the first of the year.
- (C) Clean office counter windows inside and out weekly. Including entrance doors to the township Offices and township hall.
- (D) Clean floors (sweep and mop) weekly. Vacuum the township offices monthly or as needed.
- (E) Clean all bathrooms weekly maintaining proper supplies.
- (F) Take garbage out weekly from offices, baseball fields and pavilion. Put garbage and trash in the Provided dumpster.
- (G) Other duties as assigned.

2. Employee agrees to perform certain duties cleaning after each individual Hall Rental as follows:  
(Employee will be paid an additional amount of \$50.00 per rental.)

- (A) Clean tables, chairs, countertops, and sinks.
- (B) Clean and remove all food from the refrigerator.
- (C) Remove garbage to dumpster.
- (D) Clean bathrooms, restocking supplies.
- (E) Properly maintain extra supplies including toilet paper, paper towel, soap, and garbage bags.
- (F) Sweep, mop floors and vacuum after rentals.
- (G) Coordinate with the Township Secretary for hall rental dates.

Any questions that arise as to building operations and cleaning of the Township Hall are to be coordinated with the Township Supervisor.