



DEPARTMENT OF HUMAN RESOURCES

107 E. Main St., Xenia, Ohio 45385-2911 • Phone (937) 376-7273 • Fax (937) 374-1818 • www.ci.xenia.oh.us

July 24, 2024

FACILITY & GROUNDS ATTENDANT PART-TIME

Pay Range: \$10.45 - \$24.04

In light of your interest in community affairs, we are soliciting your help and welcome your assistance in recruiting minority applicants for this position.

The City of Xenia is seeking qualified applicants for the position of Part-Time Facility & Grounds Attendant. This position is responsible for performing tasks to ensure the cleanliness and presentation of City facilities and grounds for approximately twenty (20) hours per week.

Required Qualifications:

- Experience cleaning residential or commercial buildings preferred
- Must possess a valid State of Ohio driver's license
- Must remain insurable under the City's vehicle insurance policy

Responsibilities:

- Maintain overall cleanliness of flooring and stairs
- Gather and empty trash
- Dust, cleans and polishes furniture and fixtures
- Service and maintain clean restrooms

Application Process:

Interested candidates should submit an application in person at 107 E. Main Street, Xenia, Ohio 45385, or via email to jobs@cityofxenia.org. Announcement will remain open until position is filled.

**THE CITY OF XENIA IS AN EQUAL OPPORTUNITY EMPLOYER.
WE ENCOURAGE APPLICATION FROM MINORITIES, WOMEN AND
DISABLED INDIVIDUAL**