

Midway City Corporation



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MIDWAY CITY is looking for an individual(s) to clean our City Offices, Town Hall, Community Center and occasionally our Shelter. The position would work as an independent contractor for \$1,000.00 per month for an average of 20 hours per week. The individual(s) will be responsible for custodial duties required to keep assigned buildings or areas in a clean and orderly condition. Applicants must be 18 years of age or older and obtain a business license and insurance bond prior to beginning employment. Applications are available at the City offices 75 North 100 West, Midway, or online at www.midwaycityut.org. **Application deadline is Thursday, March 8, 2018 at 4:00pm.** Midway is an equal opportunity employer.

Cleaning Schedule **City Office, Community Center, Town Hall and Town Square Pavilion**

3 Times Per Week**

- Empty all trash cans
- Clean restrooms (toilets, sinks, mirrors; mop floor).
- Check paper towel racks & soap dispensers – fill if needed
- Check outside porches & rugs, sweep if necessary
- Clean conference tables in all buildings

1 Time Per Week

- Vacuum floors (no floors to vacuum in Town Hall), including stairs
- Mop kitchen floors; toss out anything remaining in refrigerator.
- Dust mop main floor & stage in Town Hall
- Dust banisters, window sills, chalk trays, council chambers, etc.
- Clean drinking fountains in all buildings
- Wipe down kitchen countertops & clean sinks in all buildings

Our vision for the City of Midway is to be a place where citizens, businesses and civic leaders are partners in building a city that is family-oriented, aesthetically pleasing, safe, walkable and visitor friendly. A community that proudly enhances its small town Swiss character and natural environment, as well as remaining fiscally responsible.

1 Time Per Month

- Clean refrigerators
- Clean ovens if needed
- Check stoves, wipe out & clean if necessary
- Wipe down benches in Town Hall

As Needed

- Clean floors in outside restrooms
- Kitchen cupboards & drawers
- Sinks and counters in shelter

** Buildings will have to be spot-checked and cleaned if there are events, trainings and/or conferences being held. A weekly/monthly calendar listing the dates and times of all reservations will be printed and provided to the contractor.

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