

## General Laborer, Town of Plum Lake

The Town of Plum Lake is accepting applications for employment for a part-time General Laborer to act as Recycling Attendant, handle general cleaning and maintenance of town buildings and help with plowing/clearing snow from town parking lots as needed, as well as any other duties as directed by the Town Board. This position requires mandatory weekend (Saturday morning) hours. This position is under the direct supervision of the Town Board of Supervisors.

Requirements: High School Graduate or equivalent GED; Valid Wisconsin Driver License with a good driving record. Ability to follow written and verbal communications, to work independently with little supervision and to exhibit self-initiative are essential. Winter call including nights and weekends and Holidays for Snow Clearing and Plowing is required. Ability to lift 50 pounds.

Wages will be based on qualifications. Wage adjustments following successful completion of a 12 month probationary period.

Hours estimated to be between 10-15 hours per week, possibly more with plowing.

The successful applicant must be able to pass a background check.

For a copy of the full Job Description and an application contact Clerk/Treasurer Sharon Brooker at the Plum Lake Town Hall 8755 Lake Street, Sayner, Wisconsin. Phone 715-542-4531

**Recycling:**

Currently, winter hours (Labor Day to Memorial Day) are:

Saturday: Sayner Recycling Center at the end of Glenbrook Lane 7 am – 10 am

Saturday: Star Lake Recycling Center (across from Stillwaters) 10:30 am – 11:30 am

Summer Hours (Memorial Day to Labor Day) are:

Friday: Sayner Recycling Center 1 pm to 3 pm

Saturday: Sayner Site 7 am – 10 am

Star Lake Site 10:30 – 11:30 am

You will be responsible for being the attendant at the recycling sites, collecting money and helping customers put their items in the proper trash bins.

**Weekly Cleaning and General Maintenance of Town Buildings:**

Duties include, but are not limited to:

- Mop Rec Building floors regularly/as needed
- Clean all bathrooms in both Rec. Building and Town Hall
- Check kitchen in Rec Building for anything that needs attention (refrigerator, dirty dishes, stove, etc.)
- Empty all trash/replace garbage bags – upstairs & downstairs in Town Hall, Town Office, restrooms, all areas of Rec. Building
- Check soap & towel dispensers, garbage bags and toilet paper; cups for water dispenser. Refill as needed & restock.
- Vacuum/Sweep all areas of Town Hall
- Remove all dead bugs (window sills, stairwells, etc.)
- Vacuum back outside stairs to Town Hall basement
- Be sure ALL entrances are shoveled for safe access in winter
- Vacuum town office; empty trash as needed
- Scrub tables and chairs as needed after events
- Check all tables and chairs for any needed repairs
- All other general maintenance/cleaning as needed. If you see something that needs attention, please take care of it!

**Plowing Parking Lots in Winter/ Clearing Walkways**

You will be helping plow parking lots for town buildings (Post Office, Library, Town Hall and Rec. Building, etc.) as directed by Town Board and also clearing walkways at those buildings. You may be asked to work nights, holidays and weekends as required to clear snow.