



The Arc Gateway, Inc. Job Description

Job Title: Welcome Station Attendant
Department: I-10 Welcome Station
Reports To: Welcome Station Production Manager

SUMMARY

To maintain public restrooms and grounds in a clean and sanitary condition by performing the following:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Thoroughly clean restrooms, lobbies, hallways, and maintenance rooms.
- Pick up litter from all out door areas and clear outdoor trash containers as they fill.
- Be proper in uniform attire and courteous towards all visitors.
- As assigned, clean WIM offices and comfort stations.
- All other duties assigned by manager.

SUPERVISORY RESPONSIBILITIES There are no supervisory responsibilities attached to this position title.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE High school diploma or general education degree (GED); or three months related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS Must possess valid State of Florida driver's license with safe driving record. Must be able to pass a FDLE fingerprint check, Dept. of Children and Families Abuse Registry check, local law enforcement check, Affidavit of Good Moral Character and Drug Screen. Hipaa completion will be required annually and Zero Tolerance completion will be required every 3 years.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and use hands to finger, handle, or feel. The employee frequently is required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit, climb, or balance, talk or hear, and smell. The employee must occasionally lift and/or move up to 25 pounds.

ADDITIONAL INFORMATION

Due to the nature and location (Interstate Welcome Center) of the job, summer time holidays such as Memorial Day, the 4th of July, and Labor Day are the busiest times of the year. The employee is advised that job duties herein will be required during these holidays.

Beginning Salary: \$8.25
Status: Non-Exempt

Working Hours: 3:30pm-12am Friday-Sunday

The Arc Gateway, Inc. is an Equal Opportunity Employer