



## JOB OPENING

### Troup County Government

<b>Position:</b> Custodial and Kitchen Assistant (PT)	<b>Department:</b> Active Life Center - Hogansville	<b>Salary:</b> \$12.00/Hr
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Under general supervision and instruction this position is responsible for overseeing the building and basic cleaning of the Hogansville Active Life Center.

#### Qualifications/Knowledge:

- ⇒ High school diploma or GED, current valid driver's license
- ⇒ Knowledge of food preparation and safety principles
- ⇒ Knowledge of kitchen equipment
- ⇒ Knowledge of customer service principles
- ⇒ Skill in planning and problem solving
- ⇒ Skill in interpersonal relations and working with the elderly
- ⇒ Skill in oral and written communication

#### Essential Duties and Responsibilities:

- ⇒ Oversees buildings for special events at the Hogansville Active Life Center
- ⇒ Assists staff as assigned; provides information and assistance; enforces policies and procedures; locks and unlocks facilities
- ⇒ Assists in the repair, cleaning and maintenance of buildings and grounds as assigned
- ⇒ Assists in decoration and organization of facility
- ⇒ Reviews to do list with supervisor to set priorities
- ⇒ Attends staff training and development training as requested by supervisor
- ⇒ Serves as the back up to front office staff as needed
- ⇒ Prepares for daily lunch, unloads kitchen deliveries and cleans daily
- ⇒ Reports all building and grounds issues to supervisor
- ⇒ Performs all other related duties as assigned

**Employment Applications will be accepted Until Filled on Troup County's website @ [www.troupcountyga.gov](http://www.troupcountyga.gov)**

Job #: 08282025 Custodial and Kitchen Assistant PT

*Valerie P. Heard*

Valerie P. Heard, Human Resources Director

*Eric Mosley*

Eric Mosley, County Manager

**Troup County is an Equal Opportunity Employer - A Drug Free and Tobacco Free Workplace**

08/28/2025